Planning Services, Adur District Council

Civic Centre,
Ham Road,
Shoreham-by-Sea,
West Sussex,
BN43 6PR

Tel : (01273) 263222 (calls may be recorded)
website : www.adur.gov.uk
e-mail : developmentcontrol@adur.gov.uk

ADUR DISTRICT COUNCIL
PLANNING D...
PLAN No. Ad/0242...
DATE 07 MAY 2008

Householder Application for Planning Permission for works or extension to a dwelling. Town and Country Planning Act 1990

Publication of planning applications on council websites

Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.

If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the council's website, please contact the council's planning department.

Please complete using block capitals and black ink.
It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	First name:
Last name:	Mr. & Mrs J. Petts
Company (optional):	
Unit:	House number: 23 House suffix:
House name:	
Address 1:	Shingle Road
Address 2:	
Address 3:	
Town:	Shoreham by Sea
County:	West Sussex
Country:	
Postcode:	BN43 5HR

2. Agent Name and Address

Title:	Mr First name: Ray
Last name:	Reynolds
Company (optional):	R J Reynolds Ltd,
Unit:	House number: 82 House suffix:
House name:	
Address 1:	Greenacres
Address 2:	
Address 3:	
Town:	Shoreham by Sea
County:	West Sussex
Country:	
Postcode:	BN43 5XL

3. Description of Proposed Works

Please describe the proposed works:

Proposed demolition of an existing garage to form a new garage with side extension to form a new bedroom and bathroom and convert an existing conservatory to a dining room.

3. Description of Proposed Works (continued)

Has the work already started? ☐ Yes ☑ No

If Yes, please state when the work was started (DD/MM/YYYY): _____ (date must be pre-application submission)

Has the work already been completed? ☐ Yes ☐ No

If Yes, please state when the work was completed (DD/MM/YYYY): _____ (date must be pre-application submission)

4. Site Address Details

Please provide the full postal address of the application site.

Unit: _____ House number: 23 House suffix: _____

House name: _____

Address 1: Shingle Road

Address 2: _____

Address 3: _____

Town: Shoreham by Sea

County: West Sussex

Postcode (optional): BN43 5HR

5. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? ☑ Yes ☐ No

Is a new or altered pedestrian access proposed to or from the public highway? ☐ Yes ☑ No

Do the proposals require any diversions, extinguishments and/or creation of public rights of way? ☐ Yes ☑ No

If Yes to any questions, please show details on your plans or drawings and state the reference number(s) of the plan(s)/ drawing(s):

Widen cross over to allow off street parking for 2 cars

6. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? ☐ Yes ☑ No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much possible: ☐

Officer name: _____

Reference: _____

Date (DD MM YYYY): _____ (must be pre-application submission)

Details of the pre-application advice received:

7. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your boundary? ☐ Yes ☑ No

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings:

Will any trees or hedges need to be removed or pruned in order to carry out your proposal? ☐ Yes ☑ No

If Yes, please show on your plans which trees by giving them numbers e.g. T1, T2 etc, state the reference number of the plan(s)/ drawing(s) and indicate the scale.

8. Parking

Will the proposed works affect existing car parking arrangements? ☐ Yes ☑ No

If Yes, please describe:

9. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the council? ☐ Yes ☑ No

If Yes, please provide details:

10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not applicable	Don't Know	Drawing references if applicable
Walls	Rendered block	to match	☐	☐	
Roof	Tiled	Tiled	☐	☐	
Windows	White uPVC	as existing	☐	☐	
Doors	White uPVC	As existing	☐	☐	
Boundary treatments (e.g. fences, walls)	N/A		☐	☐	
Vehicle access and hard-standing	Cross over	Cross over increased in width	☐	☐	
Lighting	N/A		☐	☐	
Others (please specify)	N/A		☐	☐	

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement? ☑ Yes ☐ No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

1642 / P1; P2 & P3.

11. Certificates

One Certificate A, B, C, or D, must be completed, together with the Agricultural Holdings Certificate with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land or building to which the application relates.

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):
	[redacted]	02.05.2008

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land or building to which this application relates.

Name of Owner	Address	Date Notice Served

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

The steps taken were:

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):

11. Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

AGRICULTURAL HOLDINGS CERTIFICATE

Town and Country Planning (General Development Procedure)Order 1995 Certificate under Article 7

Agricultural Land Declaration - You Must Complete Either A or B

(A) None of the land to which the application relates is, or is part of, an agricultural holding.

Signed - Applicant:

Or sig[redacted]

Date (DD/MM/YYYY): 02.05.2008

B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

Name of Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

12. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

3 copies of a completed and dated application form: ✓

3 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North: ✓

3 copies of other plans and drawings or information necessary to describe the subject of the application: ✓

3 copies of a design and access statement where proposed works fall within one of the following designated areas: ☐

- National Park
- Site of special scientific interest
- Conservation area
- Area of outstanding natural beauty
- World Heritage Site
- The Broads

The correct fee: ✓

3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings): ✓

3 copies of the completed, dated Ownership Certificate *(A, B, C or D - as applicable)*: ✓

13. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information.

Signed - Applicant:

Or sig[redacted]

Date (DD/MM/YYYY): 02.05.2008 (date cannot be pre-application)

14. Applicant Contact Details

Telephone numbers

Country code: | National number: | Extension number:

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

15. Agent Contact Details

Telephone numbers

Country code: | National number: 01273 462889 | Extension number:

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

16. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? ☐ Yes ☒ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? *(Please select only one)* ☐ Agent ☒ Applicant ☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name: Mrs Amanda Petts

Telephone number:

Email address:

CLIENT
Mr. & Mrs. J Petts

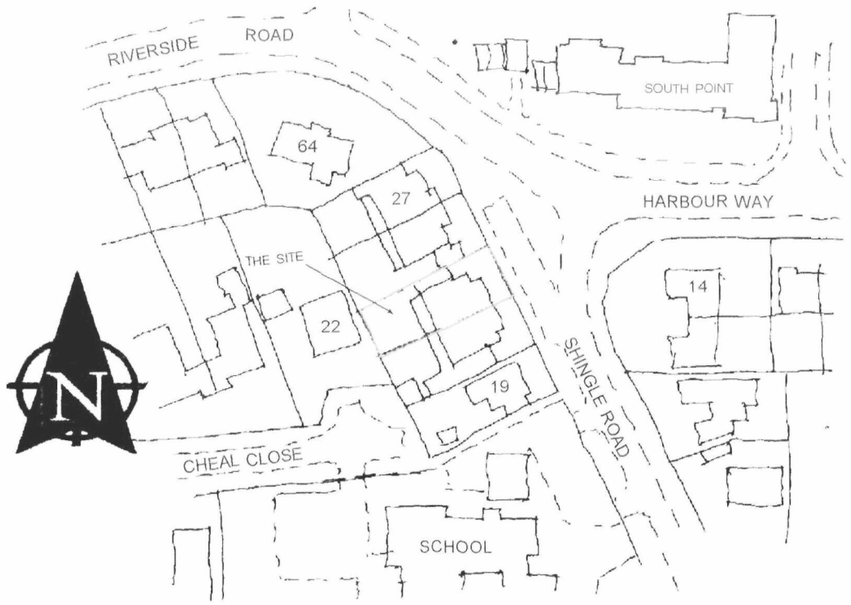
PROJECT
23 Shingle Road
Shoreham by Sea
West Sussex BN43 5RH

DRAWING
Site Location & Block Plans with existing & Proposed Front Elevations

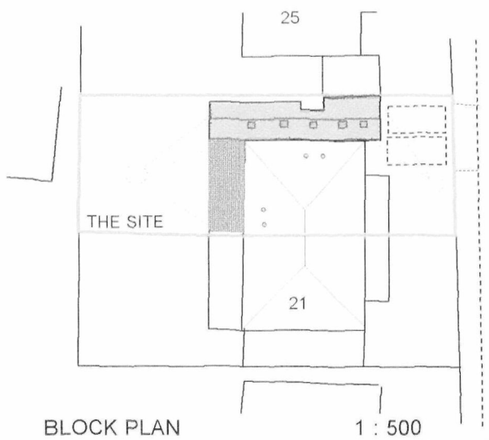
Proposed demolition of garage to form new garage with additional bedroom

R.J.REYNOLDS HNC Con. Tech. (Arch)
Architectural Services
82 GREENACRES
SHOREHAM BY SEA
WEST SUSSEX
BN43 5XL
Telephone: 01273 462889
Fax: 01273 441992

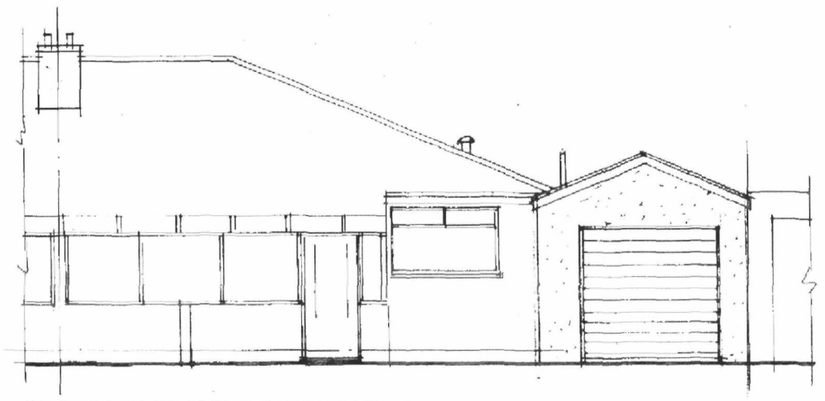
drawing	1642/ P1	scale	1:100,1:1250 & 1 : 500	date	May. 2008	Revisions



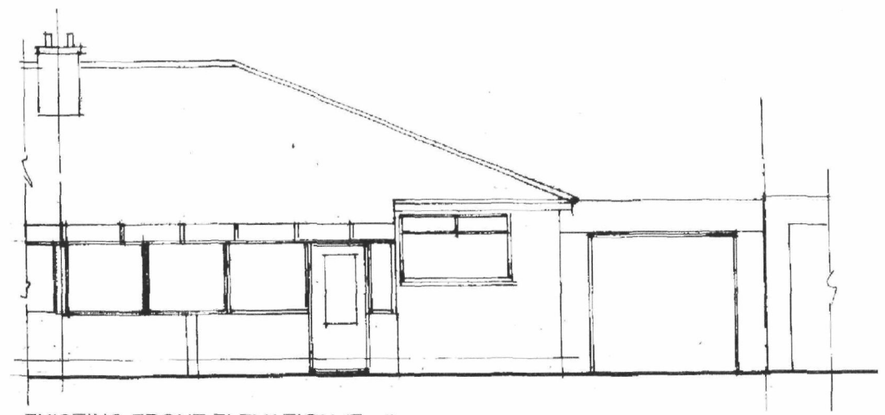
SITE LOCATION PLAN 1:1250



BLOCK PLAN 1 : 500



PROPOSED FRONT ELEVATION (East)



EXISTING FRONT ELEVATION (East)

PLANNING NOTES : The site boundary is indicated with a red line. The site dimensions are 11.5 m frontage x 31 m depth giving a site area of 356 sq. metres.

The proposed extension and new garage are indicated in solid red.

The converted conservatory is shown in solid brown.

The existing cross over is to be widened to allow double car access and part of the front area is to be block paved over the shingle to provide off street parking for 2 cars.

Access to the rear garden is to be via the garage and side path formed between the site boundary and extensions.

The building is on mains drainage which is to be altered to suit the new bathroom connections.

The surface water is taken to discharge into the shingle areas at front and rear as existing

Ax6242168

07 MAY 2008

CLIENT
Mr. & Mrs. J. Petts

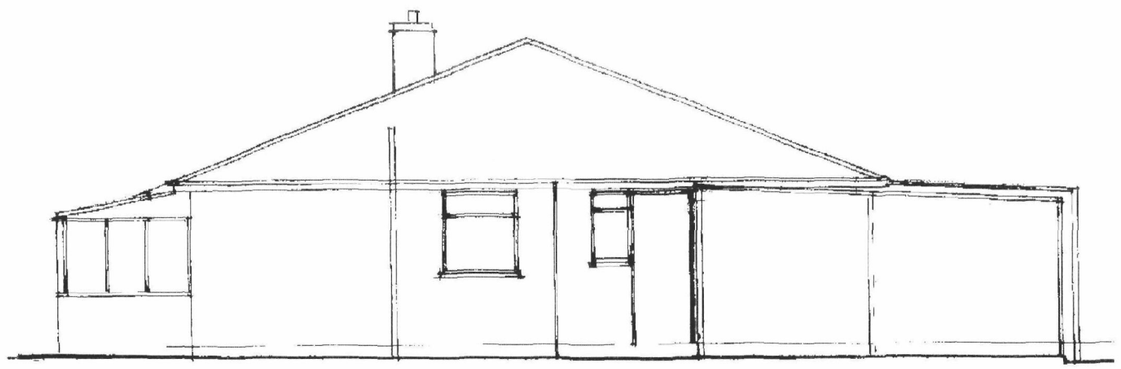
PROJECT
23 Shingle Road
Shoreham by Sea
West Sussex BN43 5RH

DRAWING
Existing Floor Plan with Rear & Side Elevations

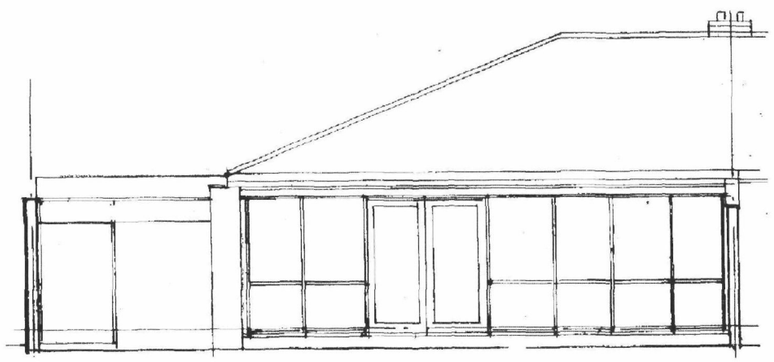
Proposed demolition of garage to form new garage with additional bedroom

R.J.REYNOLDS HNC Con. Tech. (Arch)
Architectural Services
82 GREENACRES
SHOREHAM BY SEA
WEST SUSSEX
BN43 5XL
Telephone: 01273 462889
Fax: 01273 441992

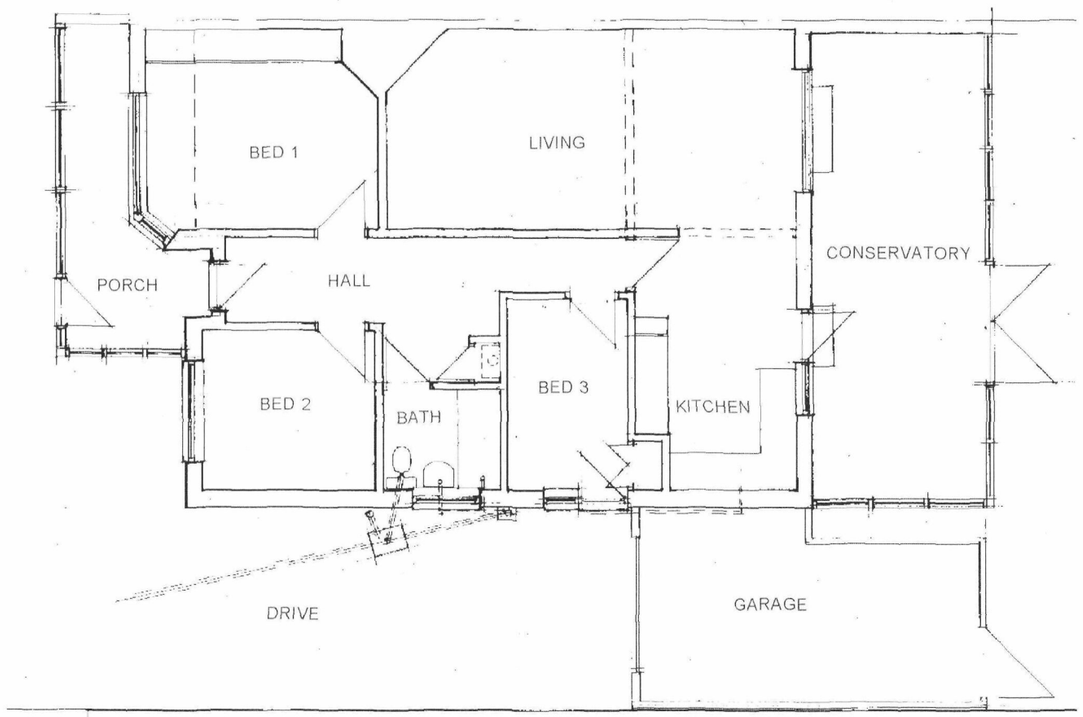
drawing	1642/ P2	scale	1:100.	date	April. 2008	Revisions						



SIDE ELEVATION (North)



REAR ELEVATION (West)



FLOOR PLAN

Approved

07 MAY 2008

CLIENT
Mr. & Mrs. J Petts

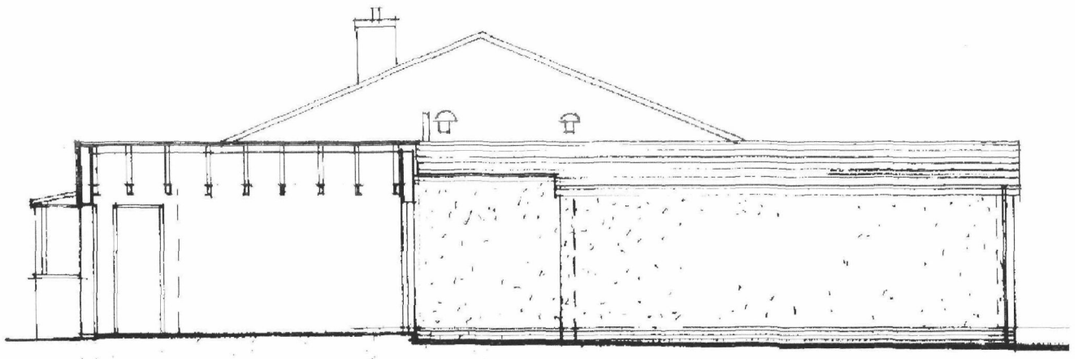
PROJECT
23 Shingle Road
Shoreham by Sea
West Sussex BN43 5RH

DRAWING
Proposed Floor Plan with proposed side & Rear Elevations

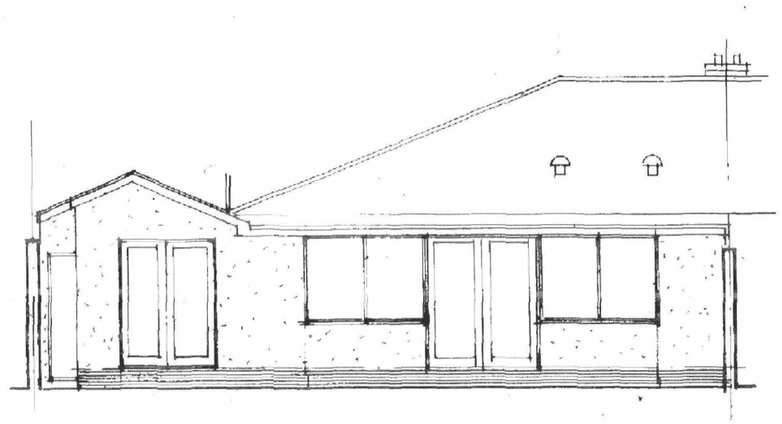
Proposed demolition of garage to form new garage with additional bedroom

R.J.REYNOLDS IINC Con Tech (Arch)
Architectural Services
82 GREENACRES
SHOREHAM BY SEA
WEST SUSSEX
BN43 5XL
Telephone: 01273 462889
Fax: 01273 441992

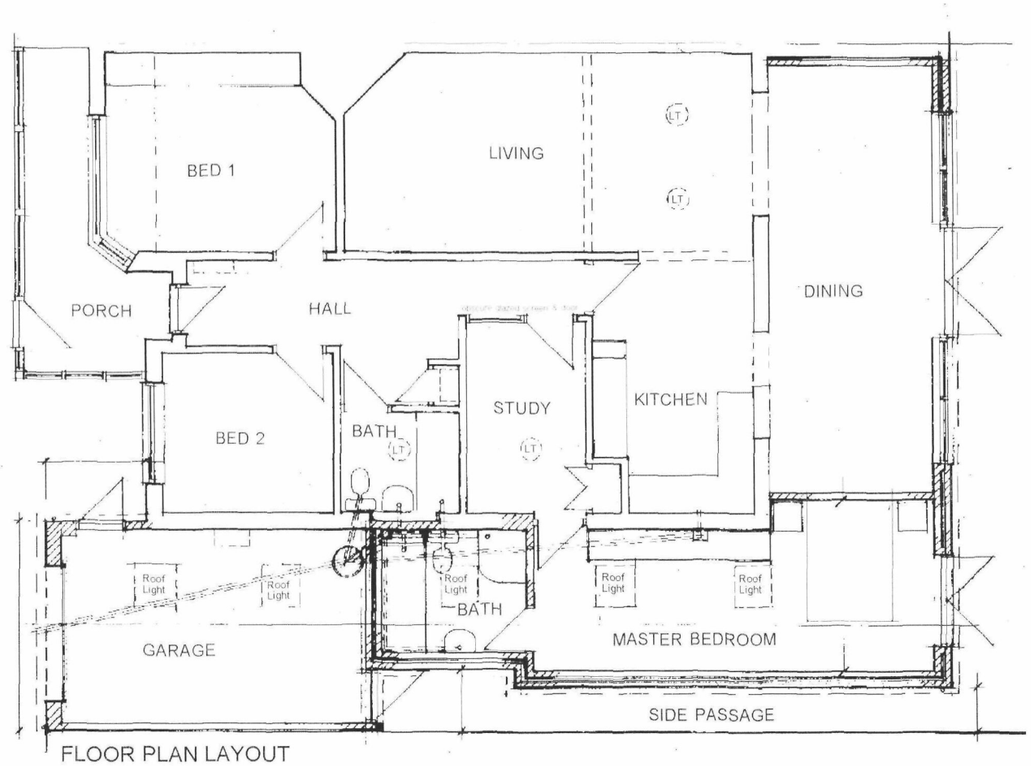
drawing	1642/ P3	scale	1:100.	date	April. 2008	Revisions



SIDE ELEVATION (North) Taken through garage.



REAR ELEVATION (West)



FLOOR PLAN LAYOUT

PLANNING PROPOSALS:

The proposals are to demolish an existing prefabricated garage at the rear of the building and form a new garage at the front of the property set in line with the neighbouring property and form a new master bedroom with en suite bathroom at the rear.

The roof is to be shallow pitched to allow roof lights to be inserted to provide natural light and ventilation to the new accommodation and light tubes (LT) be inserted to provide natural light to the bathroom and study room (Formerly BED 3)

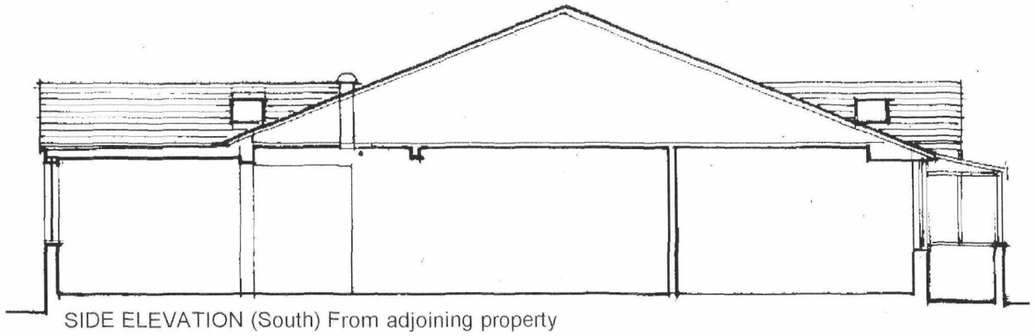
The garage is to have a side and rear door leading to a side passage to allow access from front to rear.

The existing conservatory is to be reconstructed as an extension with flat roof and rendered block cavity walls to create a new dining / living area

All finishes are to match the existing apart from the roof tiling to the side extension and garage which is to be a side interlocking tile suitable for a 20 degree roof pitch.

Adelaide

07 MAY 2008



SIDE ELEVATION (South) From adjoining property