ARUN DISTRICT COUNCIL
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Tel: 01903 737737
www.arun.gov.uk

Householder Application for Planning Permission for works or extension to a dwelling and listed building consent.

Town and Country Planning Act 1990

Planning (Listed Buildings and Conservation Areas) Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority'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:	MR
First name:	ROD
Last name:	MAY
Company (optional):	
Unit:	
House number:	24
House suffix:	
House name:	
Address 1:	QUEEN STREET
Address 2:	
Address 3:	
Town:	ARUNDEL
County:	WEST SUSSEX
Country:	ENGLAND
Postcode:	BN18 9JG

2. Agent Name and Address

Title:	MR
First name:	MICHAEL
Last name:	WOOD
Company (optional):	WATKINS WOOD SURVEYORS
Unit:	
House number:	37
House suffix:	
House name:	
Address 1:	NORTH STREET
Address 2:	
Address 3:	
Town:	EMSWORTH
County:	HAMPSHIRE
Country:	ENGLAND
Postcode:	PO10 7DA

3. Description of Proposed Works

Please describe the proposed works:

REPLACEMENT GARDEN BUILDING IN THE GROUNDS OF A LISTED BUILDING. EXISTING GARDEN BUILDING WAS ERECTED WITHOUT CONSENT.

$Date:: 2010-09-10 #$ $Revision: 2999 $

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: 24

House suffix:

House name:

Address 1: QUEEN STREET

Address 2:

Address 3:

Town: ARUNDEL

County: WEST SUSSEX

Postcode (optional): BN18 9JG

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: Northing:

Description:

5. 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 as possible: ☑

Officer name: ROSEMARIE DANNATT.

Reference:

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

Details of pre-application advice received?

SITE VISIT MAY 5th 2010.

6. 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)

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 proposed development? ☐ Yes ☑ No

If Yes, please mark their position on a scaled plan and state the reference number of any plan(s)/drawing(s):

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. Materials

Please provide a description of existing and proposed materials and finishes to be used in the building (demolition excluded):

	Existing (where applicable)	Proposed	Not applicable	Don't Know
External walls	TIMBER BOARDING	CEDAR CLADDING	☑	☐
Roof covering	FELT.	LEAD COLOURED MEMBRANE	☐	☐
Chimney			☑	☐
Windows	PAINTED TIMBER	N/A.	☐	☐
External doors	PAINTED TIMBER	POWDER COATED ALUMINIUM.	☐	☐
Ceilings	N/A.	BOARDING.	☐	☐
Internal walls	BOARDING	BOARDING.	☐	☐
Floors	BOARDING	BOARDING.	☐	☐
Internal doors			☑	☐
Rainwater goods			☑	☐
Boundary treatments (e.g. fences, walls)			☑	☐
Vehicle access and hard standing			☑	☐
Lighting			☑	☐
Others (add description)			☑	☐

Are you supplying additional information on submitted drawings or plans? ☑ Yes ☐ No

If Yes, please state plan(s)/drawing(s) references:

DESIGN & ACCESS STATEMENT.
6501 – PROPOSED DRAWINGS.

9. Demolition

Does the proposal include the partial or total demolition of a listed building? ☐ Yes ☑ No

If Yes, which of the following does the proposal involve?

a) Total demolition of the listed building: ☐ Yes ☑ No

b) Demolition of a building within the curtilage of the listed building: ☑ Yes ☐ No

c) Demolition of a part of the listed building: ☐ Yes ☑ No

If the answer to c) is Yes:

i) What is the total volume of the listed building?(cubic metres)	
ii) What is the volume of the part to be demolished?(cubic metres)	
iii) What was the (approximate) date of the erection of the part to be removed? (MM/YYYY) (date must be pre-application submission)	

Please provide a brief description of the building or part of the building you are proposing to demolish:

Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

10. Listed Building Alterations

Do the proposed works include alterations to a listed building? ☐ Yes ☑ No

If Yes, do the proposed works include: (you must answer each of the questions)

a) Works to the interior of the building? ☐ Yes ☐ No

b) Works to the exterior of the building? ☐ Yes ☐ No

c) Works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally? ☐ Yes ☐ No

d) Stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)? ☐ Yes ☐ No

If the answer to any of these questions is Yes, please provide plans, drawings, photographs sufficient to identify the location, extent and character of the items to be removed, and the proposal for their replacement, including any new means of structural support and state references for the plan(s)/drawing(s):

11. Listed Building Grading

Please state the grading (if known) of the building in the list of Buildings of Special Architectural or Historic interest? (Note: only one box must be ticked)

Grade I ☐ Ecclesiastical Grade I ☐

Grade II* ☐ Ecclesiastical Grade II* ☐

Grade II ☑ Ecclesiastical Grade II ☐

Don't know ☐

12. Immunity From Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

☐ Yes ☑ No ☐ Don't know

If Yes, please provide the result of the application:

13. Parking

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

If Yes, please describe:

14. Authority Employee / Member

With respect to the Authority, I am:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

Do any of these statements apply to you? ☐ Yes ☑ No

If Yes, please provide details of the name, relationship and role

15. Ownership 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 (Development Management Procedure) (England) Order 2010 Certificate under Article 12 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

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 [redacted]	Date (DD/MM/YYYY):
		02/10/2010

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

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 (Development Management Procedure) (England) Order 2010 Certificate under Article 12 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

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):

15. Ownership Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

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):

16. Agricultural Land Declaration

AGRICULTURAL LAND DECLARATION

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

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 s[redacted]

Date (DD/MM/YYYY): 08/10/2010

(B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day 21 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):

17. 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.

The original and 3 copies of a completed and dated application form: ☑

The original and 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: ☑

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

The original and 3 copies of a design and access statement if proposed works fall within a conservation area or World Heritage Site, or relate to a Listed Building: ☑

The correct fee: £150 ☑

The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable): ☑

The original and 3 copies of the completed, dated Article 12 Certificate (Agricultural Holdings): ☑

18. Declaration

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

Signed - Applicant: [redacted] Date (DD/MM/YYYY): 08/10/2010 (date cannot be pre-application)

19. Applicant Contact Details

Telephone numbers

Country code: | National number: | Extension number:

Country code: | Mobile number (optional): [redacted]

Country code: | Fax number (optional):

Email address (optional):

20. Agent Contact Details

Telephone numbers

Country code: | National number: [redacted] | Extension number:

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

21. 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: | Telephone number:

Email address: