

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

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.

1. Site Address

Number	164
Suffix	
Property name	
Address line 1	Fitzalan Road
Address line 2	
Address line 3	
Town/city	Arundel
Postcode	BN18 9JZ
Description of site location must be completed if postcode is not known:	
Easting (x)	501354
Northing (y)	106455

Description	
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2. Applicant Details

Title	Mr
First name	Robert
Surname	Wood
Company name	
Address line 1	164
Address line 2	Fitzalan Road
Address line 3	
Town/city	Arundel
Country	

2. Applicant Details

Postcode

BN18 9JZ

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Primary number

Secondary number

Fax number

Email address

3. Agent Details

No Agent details were submitted for this application

4. Description of Proposed Works

Please describe the proposed works:

Note: I have been advised by Arun District Council (ADC) to submit a 'retention of' planning application. The building defined below was completed at the end of August 2020 - I did search for 'permitted development' guidance prior to work commencing, but have clearly misinterpreted the rules (apologies), hence the need to apply for retrospective planning consent.

Description: A timber-frame office & gym at the bottom of the garden (25 metres from the dwelling house), clad with grey weatherboard, with french doors at both the front & back of the building. It has a pitched roof of 22.5 degrees, which is covered with felt shingle tiles. The height at the eaves is 2.05 metres, height at the peak of the roof 3.21 metres, width 4.6 metres, and length 7.25 metres.

The office was essential due to the COVID restrictions (working & schooling from home) i.e. when the 'stay at home' restrictions were introduced, it soon became apparent that we could not operate school & work under conditions with insufficient space. The building is complete and has been in use as an office & gym since September 2020 and is essential to us as a family (hence the extension of my mortgage to complete the build).

The building sits alongside the fence of the boundary on one side, with a pathway (0.8 metres wide) on the other side. Both immediate neighbours were consulted and fully supported our new building in August 2020, and from recent discussions they remain supportive. I do intend, at a later date, to apply for Building Regulations to connect to mains water and sewage, but this does not change the intended use of the building i.e. it is and will continue to be just an office and gym (not for dwelling). The reason for connecting, in the future, to mains sewage and water is solely to support the intended use as an office i.e. long hours in the office, and therefore need toilet facilities during the day, without the need to repeatedly return to the house. I have not arranged or fixed plans for water & sewage connectivity because this is not currently affordable for me, but hope to arrange later this year or next year.

In support of my application, I make reference to the outbuilding at 170 Fitzalan Road (which had planning consent). This is a brick building that also sits very close to a border, and is taller than my new building. I would also like to make reference to numerous properties further to the north on Fitzalan Road (closer to the A27 bridge), many of which have timber-frame outbuildings that exceed the size of my new building.

I request the Planning Committee provides consent for the building, as they have for other similar buildings in the area. I would add that the works carried out have improved the aesthetics at the rear of our garden, which was completely consumed by a partially dead 5ft-wide hedge, taking at least 2.5ft from 164 and 166's gardens.

Has the work already been started without consent?

☐ Yes ☒ No

If Yes, please state when the development or work was started (date must be pre-application submission)

27/07/2020

Has the work already been completed without consent?

☐ Yes ☒ No

If Yes, please state when the development or work was completed (date must be pre-application submission)

31/08/2020

5. Materials

Does the proposed development require any materials to be used externally?

☐ Yes ☒ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material):

Walls

5. Materials

Description of existing materials and finishes (optional):	The external walls of the office & gym have weatherproof marleyboard cladding, which is coloured grey. Aluminium trim for cladding.
Description of proposed materials and finishes:	The external walls of the office & gym have weatherproof marleyboard cladding, which is coloured grey. Aluminium trim for cladding

Roof	
Description of existing materials and finishes (optional):	18mm OSB Apex roof with felt shingle covering with gutter fascia and soffit.
Description of proposed materials and finishes:	18mm OSB Apex roof with felt shingle covering with gutter fascia and soffit.

Doors	
Description of existing materials and finishes (optional):	French doors at the front in white with side lights, and french doors at the rear (white) with small windows.
Description of proposed materials and finishes:	French doors at the front in white with side lights, and french doors at the rear (white) with small windows.

Windows	
Description of existing materials and finishes (optional):	2 x velux windows in the roof
Description of proposed materials and finishes:	2 x velux windows in the roof

Other Floor	
Description of existing materials and finishes (optional):	Suspended floor on 100mm joists supported with concrete lintels @ 1.8m distances for structural strength plus keeping the timber 100mm off the floor to prevent water ingress.
Description of proposed materials and finishes:	Suspended floor on 100mm joists supported with concrete lintels @ 1.8m distances for structural strength plus keeping the timber 100mm off the floor to prevent water ingress.

Are you supplying additional information on submitted plans, drawings or a design and access statement? ☒ Yes ☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

In addition to the Location Plan and Site Plan, the following plans are included with the submission: Roof Plan, North Elevation Plan, South Elevation Plan, Ground Floor Plan, West Elevation Plan, and East Elevation Plan.

6. 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

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, indicating the scale, which trees by giving them numbers (e.g. T1, T2 etc) and state the reference number of any plans or drawings:

At the start of the work the hedge on south side boundary had to be removed. The hedge had become out of control, was planted within our boundary, but was 5ft wide in places; taking 2.5ft from both ours and our neighbours garden. Furthermore, it was half-dead and mainly comprised of ivy and bindweed. The neighbour at 166 was consulted prior to the removal of the hedge as it's his boundary; he was pleased to hear that I was paying for the removal of the old hedge and the erection of a new fence.

The hedge that borders with the other neighbour (162) was also removed and replaced with a fence, though this was not commissioned by me for my build i.e. my neighbours at 162 requested our builders removed the hedge and erect a new fence at their cost. So prior to the build of my new office/gym, a new fence was already in place and its location was chosen by my neighbours at 162.

7. 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, extinguishment and/or creation of public rights of way? ☒ Yes ☐ No

8. Parking

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

9. 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?

- ☒ The agent
- ☒ The applicant
- ☒ Other person

10. 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):

Officer name:

Title	
First name	Tracey
Surname	Headley-Smith
Reference	ENF/380/20

Date (Must be pre-application submission)

12/03/2021

Details of the pre-application advice received

Guidance / notice provided below (verbatim):

Following the initial investigation by myself, the development in question does constitute a breach of control under the above Act and planning permission is required.

An application for planning permission in retrospect for the development should be submitted. Details of how to submit a Householder planning application can be found [here](#) with guidance notes and information regarding fees.

However, please note, the invitation to submit an application does not prejudice either the subsequent recommendation or the ultimate decision of the Council. The application submitted by Friday 12 March 2021.

11. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent. ☒ Yes ☐ No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

12. Ownership Certificates and Agricultural Land Declaration

CERTIFICATE OF OWNERSHIP - CERTIFICATE A - Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

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* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* 'owner' is a person with a freehold interest or leasehold interest with at least 7 years left to run. ** 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person role

- ☒ The applicant
☐ The agent

Title	Mr
First name	Robert
Surname	Wood
Declaration date (DD/MM/YYYY)	12/02/2021

☒ Declaration made

13. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them. ☒

Date (cannot be pre-application)	12/02/2021
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