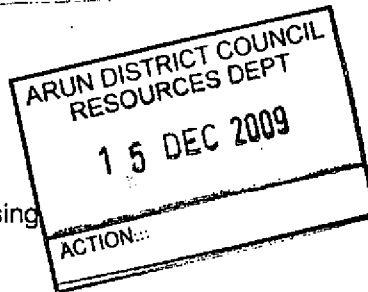


AW	238	09

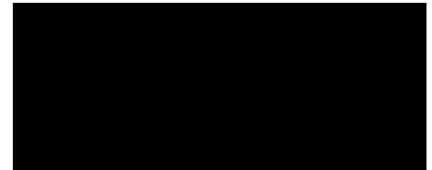
hda
projects

6 Old Flour Mill
Queen Street
Emsworth
Hants
PO10 7BT

Our Ref: 09048/WTM
14 December 2009



Directorate of Planning & Housing
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF



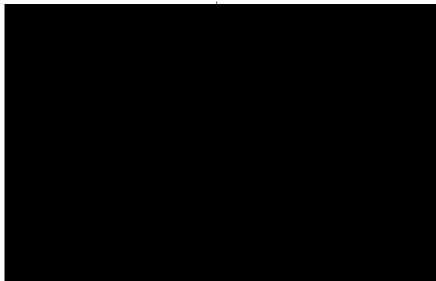
Dear Sir

**Single Storey Pitch Roof Rear Extension : Westbrook, 21 Willowhale Avenue,
Bognor Regis, West Sussex. PO21 4AU**

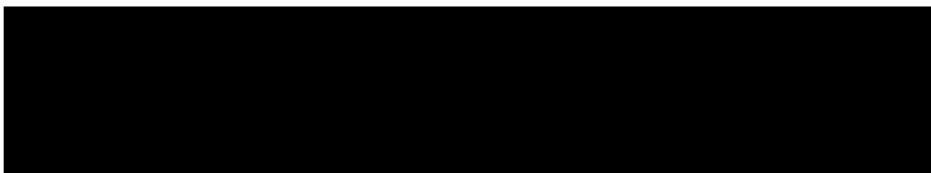
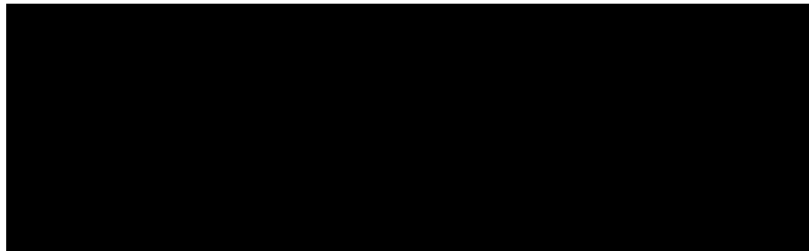
We enclose our clients planning submission in respect of the above together with three copies of each of our drawings 09048 P 01 location and block plans, 02 + 03 plans as elevations as existing, 04 + 05 plans and elevations and 10 section as proposed, together with validation check list.

We anticipate the submission fee will be £ 150.00, should this not be correct please email to notify us as soon as possible or alternatively refund payment should the submission not be required.

Please do not hesitate to contact us if you require further information or have any queries.



3 x forms + drawings 09048 01 - 05 + 10



VALIDATION CHECKLIST

APPLICATION FOR PLANNING PERMISSION

Three copies of all documents unless stated otherwise or submitted electronically. This form must be completed in accordance with the Arun District Council Validation checklist National and Local list of requirements. Failure to complete all boxes will result in your application being returned as invalid.

	YES	N/A
Completed form	✓	☐
Completed Ownership Certificate	✓	☐
Agricultural Holdings Certificate	✓	☐
Design and Access Statement	☐	✓
The appropriate fee (if n/a, why?)	✓	☐
Location plan	✓	☐
Block or Site plan	✓	☐
Elevations	✓	☐
Floor plans	✓	☐
Sections and finished floor and site levels	✓	☐
Roof plans	✓	☐
LOCAL REQUIREMENTS	YES	N/A
Affordable Housing Statement	☐	✓
Bin Storage and Collection Statement	☐	✓
Biodiversity Survey and Report	☐	✓
Environmental Impact Assessment (EIA)	☐	✓
Flood Risk Assessment	☐	✓
Heritage Statement	☐	✓
Land contamination assessment	☐	✓
Landscaping details	☐	✓
Lighting Assessment	☐	✓
Loss of Retail Use Statement: Viability Statement	☐	✓
Noise assessment	☐	✓
Open Space Assessment	☐	✓
Parking Layout/Access plan	☐	✓
Planning Statement	☐	✓
Retail Impact Assessment	☐	✓
Structural survey	☐	✓
Transport Assessment/travel plan	☐	✓
Tree survey	☐	✓
Ventilation/extraction statement	☐	✓

VALIDATION CHECKLIST

LOCAL REQUIREMENTS FOR SPECIFIC APPLICATION TYPES	YES	N/A
For open air cafes	☐	✓
Site layout plan at scale of 1:100/1:200 detailing position of barrier(s), position of front and back edge of footway and position of all tables and chairs, and existing street furniture.	☐	
Elevations/materials of proposed barriers at scale of 1:50/1:100.	☐	
For new external access ramps	☐	✓
Ground floor plan at scale of 1:50/1:100 detailing position and gradient of ramp	☐	
Drawing of barrier/handrails at scale of 1:20/1:50	☐	
For residential conversions involving use of basements	☐	✓
Sections at 1:50 detailing both internal floor level of conversion and external ground level for minimum distance of 12 metres from external wall	☐	
For residential conversions involving use of roofspace	☐	✓
Internal section at 1:50 through roofspace demonstrating headroom and position of rooflights/other openings	☐	
For new shopfronts	☐	✓
Section at 1:50 detailing projection of any signage, canopies and roller shutters	☐	✓
Detailed specification of any proposed roller shutters including colour, materials and degree of permeability	☐	✓
For planning applications involving telecommunications development	☐	✓
Evidence that the developer has given appropriate notice of the proposed development in accordance with A.3 (1) of Part 24 of Schedule 2 of the General Permitted Development Order 1995.	☐	
Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an airfield evidence that the developer has notified the Civil Aviation Authority, Secretary of State for Defence or the Aerodrome operator in accordance with A.3 (2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.	☐	
Layout Plan at scale of 1:100/1:200 detailing position of structure.	☐	
Elevation Plan at scale of 1:50/1:100 detailing height of structure.	☐	
Section through structure at scale of 1:10/1:20 detailing width of structure.	☐	
Certificate/Statement confirming compliance with of ICNIRP (International Commission on Non-Ionizing Radiation Protection) and diagram indicating beam of greatest intensity.	☐	
Existing and proposed coverage maps.	☐	
Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area.	☐	

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:	Mr+Mrs	First name:	G
Last name:	Williams		
Company (optional):			
Unit:		House number:	21
		House suffix:	
House name:	Westbrook		
Address 1:	Willowhale Avenue		
Address 2:			
Address 3:			
Town:	Bognor Regis		
County:	West Sussex		
Country:			
Postcode:	PO21 4AU		

2. Agent Name and Address

Title:		First name:	
Last name:			
Company (optional):	hda projects ltd		
Unit:	6	House number:	
		House suffix:	
House name:	The Old Flour Mill		
Address 1:	Queen Street		
Address 2:			
Address 3:			
Town:	Emsworth		
County:	West Sussex		
Country:			
Postcode:	PO10 7BT		

3. Description of Proposed Works

Please describe the proposed works:

SINGLE STOREY PITCH ROOF REAR EXTENSION

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: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

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):

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:

hedges and trees at boundaries and rear of garden

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:

Not Applicable

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	COLOUR WASH RENDER	COLOUR WASH RENDER	☐	☐	As submission drawings
Roof	PLAIN TILES	PLAIN TILES FALSE PITCH ROOF MATCHING COLOUR	☐	☐	As submission drawings
Windows	WHITE PLASTICS	PLASTICS TO MATCH	☐	☐	As submission drawings
Doors	WHITE PLASTICS	PLASTICS TO MATCH	☐	☐	As submission drawings
Boundary treatments (e.g. fences, walls)			☒	☐	
Vehicle access and hard-standing			☒	☐	
Lighting			☒	☐	
Others (please specify)			☒	☐	

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:

09048 01 02 +03

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):

for Mr+Mrs G WILLIAMS

for ho

14 Dec 2009

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 name and address (see 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
	Not Applicable	

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
	Not Applicable	

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:

Not Applicable

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 signed - Agent:

Date (DD/MM/YYYY):

for Mr + Mrs G WILLIAMS

for hda

14 Dec 2009

B) I have/ The applicant has given the requisite notice to every person who, on the day 21 days before the date of this application, was a tenant of an agricultural holding to which this application relates, as listed below:

Name of Tenant	Date Notice Served
Not Applicable	

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

The correct fee: ☒

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: ☒

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

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

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

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:

Date (DD/MM/YYYY):

for Mr + Mrs G WILLIAMS

Dec 2009

(date cannot be pre-application)

14. Applicant Contact Details

Telephone numbers via Agent

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: Extension number:
[] [] []

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

Country code: Fax number (optional):
[] []

Email address (optional):
hdaprojects@talktalk.net

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: Telephone number:
[] []

Email address: []