

Recommendation Report

Application No. BE/104/11

Committee ☒ - Date 2.11.2011

Delegated ☐

	Date	Signature
Prepared by Case Officer	11.10.11	
Agreed by Team Leader	12.10.11	
Agreed by H.O.P.S. / P.C.M. (if required)	13/10	
O.S. Extract requested		

Comments:

Kathern

See comments

Make sure condition 2 refers to correct plans

I have strengthened condition 3. The garage shall only be used for parking of a vehicle. The only reason permission is being considered is because of parking problems in the vicinity. It is not to become a store!

Perhaps make reference to this point in the report

ACTION SHEET

APPLICATION REF BE/104/11 OFFICER INITIALS K2✓

MARK UP AS PART OF APPLICATION ☒ Y ☐ N DATE RECEIVED 12.10.11

SUBSTITUTE PLANS/FORMS
(Provide details e.g. plan number/type) ☒ Y ☐ N DATE RECEIVED 12.10.11

PG03b Proposed plan, roof plan & elevations

SUPPLEMENTARY PLANS ☒ Y ☐ N DATE RECEIVED

MINOR AMENDMENT ☒ Y ☐ N DATE RECEIVED

RE-ADVERTISEMENT ☒ Y ☐ N List No
IF YES, reason for re-advertisement:

CHANGE DESCRIPTION/ADDRESS ☒ Y ☐ N

NOTIFY PARISH ☒ Y ☐ N

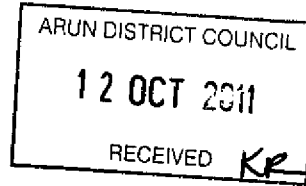
NOTIFY REPS ☒ Y ☐ N
IF YES, no. of days to reply.....

OFFICER SIGNATURE DATED 12.10.11.....

ACTIONER SIGNATURE DATED 12.10.11.....



Architectura
Architectural Design & Drawing Service
463 Chichester Road, Bognor Regis, West Sussex, PO21 5EB
Telephone: 01243 863289 Email: info@architecturadesign.co.uk



11 October 2011

Miss Katherine Rawlins
Planning Department
Arun District Council
Maltravers Road
Littlehampton
BN17 5LF

Dear Miss Rawlins

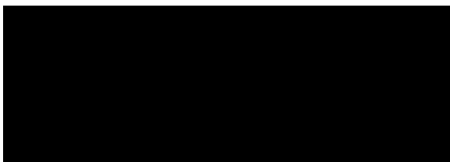
Proposed Detached Garage on Land Adjacent to 37 The Croft (BE/104/11)

Following your email regarding the above planning application, please find enclosed two copies of revised drawing PG03b.

As requested, the double gates to access the parking space have been replaced with a single sliding gate.

If you have any queries, please do not hesitate to contact me.

Yours sincerely



Mrs. Julia Davies
Architectura Design

Enc.

**Katherine Rawlins**

From: Katherine Rawlins
Sent: 11 October 2011 11:17
To: 'Julia Davies'
Subject: RE: Proposed Garage adjacent to 37 The Croft

Dear Ms Davies,

The revised application will be considered at the November Planning Committee with a recommendation to approve.

Having discussed the revised scheme with my Team Leader, please can the proposed gates to the hardstanding be amended to sliding gates, as there would appear to be insufficient room to open/close the gates with a car parked on the hardstanding.

Kind Regards,

Katherine Rawlins | Senior Planning Officer, Planning Services, Arun District Council | Location: Ground Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

Internal: 37314 | External: +44 (0) 1903 737500 ext.37314 | E-mail: katherine.rawlins@arun.gov.uk

Visit Arun's web site at www.arun.gov.uk



Save the environment - think before you print.

ACTION SHEET

APPLICATION REF BE/104/11/ OFFICER INITIALS KZR

MARK UP AS PART OF APPLICATION Y/N DATE RECEIVED

SUBSTITUTE PLANS/FORMS

(Provide details e.g. plan number/type)

☒ Y ☐ N

DATE RECEIVED

26-9-2011

PG03 a ✓

PG04 a ✓

DESIGN & ACCESS STATEMENT REV A

SUPPLEMENTARY PLANS

☒ Y ☐ N

DATE RECEIVED

MINOR AMENDMENT

☒ Y ☐ N

DATE RECEIVED

RE-ADVERTISEMENT

IF YES, reason for re-advertisement:

☒ Y ☐ N

List No

CHANGE DESCRIPTION/ADDRESS

☒ Y ☐ N

NOTIFY PARISH

☒ Y ☐ N

NOTIFY REPS

IF YES, no. of days to reply 14 DAYS

☒ Y ☐ N

OFFICER SIGNATURE

DATED 26-9-2011

ACTIONER SIGNATURE

DATED 3-10-11

File Copy.


ARUN
DISTRICT COUNCIL
Mrs J Bennett
27 Holland Close
Bognor Regis
West Sussex
PO21 5TW

Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Tel: 01903 737500 Ext 37446

Fax: 01903 716019
DX: 57406 Littlehampton
Minicom: 01903 732765



e-mail: nicola.spencer@arun.gov.uk

04 October 2011

Please ask for:
Nicola Spencer

Your Ref:

Our Ref: BE/104/11/

Dear Sir/ Madam

Application Number: BE/104/11
Land Adjacent 37 The Croft, Bognor Regis

I refer to the above planning application for the erection of a detached single garage.

Please be advised that the decision issued on 16 September 2011 was issued in error and invalid.

The council is in receipt of amended plans and we re-consulted you yesterday. You have until 17 October 2011 to make any further comments. For your information, this application will be considered at the Development Control Committee on 2 November.

Yours sincerely

Nicola Spencer
Technical Support Unit Manager

Copy sent to all
reps by letter/email
on 4/10/11.

Ian Sumnall Chief Executive, Strategy and Environmental Services Director
Nigel Croad Corporate Resources Director

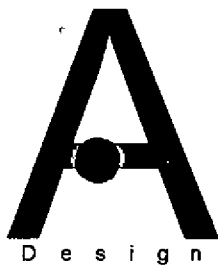
www.arun.gov.uk

ARUN DISTRICT COUNCIL BE/104/11/



The Government Standard

- Environmental Health
- Littlehampton and Bognor Regis
Customer Services Help Points



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463 Chichester Road, Bognor Regis, West Sussex, PO21 5EB

Telephone: 01243 846111 architectura@hotmail.co.uk

ARUN DISTRICT COUNCIL

26 SEP 2011

RECEIVED

23 September 2011

Miss Katherine Rawlins
Planning Department
Arun District Council
Maltravers Road
Littlehampton
BN17 5LF

Dear Miss Rawlins

Proposed Detached Garage on Land Adjacent to 37 The Croft (BE/104/11)

Please find enclosed two copies of revised drawings PG03a and PG04a and Design Statement (revision A) for the above application.

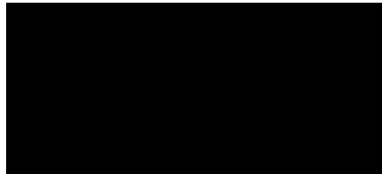
The proposed garage has been revised from a tiled hipped roof to a flat roof, in light of some of the comments and objections to the scheme. In addition, the front porch has been shown on the plans, and the area designated as private amenity space for the dwelling indicated.

I would like to clarify that the dwelling does have a considerable area of garden to the side, which is south facing, as well as to the rear. The amenity space is far greater than for 37 The Croft to which it is attached. This neighbouring dwelling has a fairly small back garden within which there is a garage sized outbuilding. Part of the reason for its limited amenity space is due to the consent by Arun District Council for the new dwelling to which this application relates, so clearly the amount of garden was not an issue in this case.

I have not revised the application form for this application, therefore the materials specified for the roof covering are incorrect. Please let me know if the form does need to be revised, and I will forward a new copy.

If you have any queries, please do not hesitate to contact me.

Yours sincerely



Mrs. Julia Davies
Architectura Design

Enc.

Katherine Rawlins

From: Katherine Rawlins
Sent: 22 September 2011 10:19
To: 'Julia Davies'
Subject: RE: Proposed Garage adjacent to 37 The Croft

Dear Ms Davies,

I have discussed the application with my Team Leader and substitute plans may be submitted to amend the design to a flat roof garage.

Please can you also show the following on the substitute plans:-

- The front porch - this does not appear to be shown on the submitted site plan PG03;
- Private amenity space to the rear and side, and ideally the amount of private amenity space available for occupiers. This was a particular issue for Members at the previous Planning Committee and will therefore need to be addressed as part of the committee report.

If you have any further queries, I can be contacted on the number below.

Regards,

Katherine Rawlins Senior Planning Officer, Planning Services, Arun District Council Location: Ground Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF Internal: 37314 External: +44 (0) 1903 737500 ext.37314 E-mail: katherine.rawlins@arun.gov.uk
--

om: Julia Davies [REDACTED]
Sent: 21 September 2011 09:51
To: Katherine Rawlins
Subject: Re: Proposed Garage adjacent to 37 The Croft

Dear Miss Rawlins

Thank you for clarifying the situation regarding the garage planning application.

Given the comments in your report regarding the roof, would it be possible to change the design to a flat roof before the application goes to committee? Obviously my Client is keen to have the best possible chance of getting a consent, and as the roof was regarded as "out of keeping" by some of the objectors to the scheme, he wondered whether it would be wise to change the design.

I look forward to hearing from you.

Julia Davies
 Architectura Design
 [REDACTED]

On 20 Sep 2011, at 16:56, Katherine Rawlins wrote:

Dear Ms Davies,

I can advise you that the decision notice was issued in error and that notice is not valid.

I have left a telephone message this afternoon to advise you that the application will therefore be determined at Planning Committee on 2nd November 2011.

Katherine Rawlins

From: Katherine Rawlins
Sent: 20 September 2011 16:56
To: 'Julia Davies'
Subject: RE: Proposed Garage adjacent to 37 The Croft

Dear Ms Davies,

I can advise you that the decision notice was issued in error and that notice is not valid.

I have left a telephone message this afternoon to advise you that the application will therefore be determined at Planning Committee on 2nd November 2011.

If you wish to discuss this further, please do not hesitate to contact me the number below.

Regards,

Katherine Rawlins
Senior Planner
Arun District Council
www.arun.gov.uk

Internal: 37314 | External: +44 (0) 1903 737500 ext.37314 | E-mail: katherine.rawlins@arun.gov.uk

From: Julia Davies [REDACTED]
Sent: 20 September 2011 09:12
To: Katherine Rawlins
Subject: Proposed Garage adjacent to 37 The Croft

Application reference BE/104/11

Dear Miss Rawlins

I received the refusal notice for the above application on Friday. However I note from the officers report that there were 7 letters of support for the application.

I understood (and as stated in Arun DC Development Committee guidance notes) that when an application has 5 or more letters that are contrary to the officer's recommendation, it is determined by the committee and not at officer level.

Please could you explain to me why in this case the application was dealt with under delegated powers.

Thank you

Julia Davies
Architectura Design
[REDACTED]

Helen, Legal
Rescind decision -- ?

Katherine Rawlins

From: Julia Davies [REDACTED]
Sent: 20 September 2011 09:12
To: Katherine Rawlins
Subject: Proposed Garage adjacent to 37 The Croft
Application reference BE/104/11

Dear Miss Rawlins

I received the refusal notice for the above application on Friday. However I note from the officers report that there were 7 letters of support for the application.

I understood (and as stated in Arun DC Development Committee guidance notes) that when an application has 5 or more letters that are contrary to the officer's recommendation, it is determined by the committee and not at officer level.

Please could you explain to me why in this case the application was dealt with under delegated powers.

Thank you

Julia Davies
Architectura Design
[REDACTED]

SITE NOTICES

At the time of the officer's site visit a notice was satisfactorily posted as follows:-

DATE OF SITE VISIT	TIME	LOCATION OF NOTICE
8/9 /11	11.30 am	Side boundary fence

At the time of the officer's site visit on the _____ at _____
a satisfactory notice was not posted. Therefore, the officer posted relevant notices as follows:-

DATE OF SITE VISIT	TIME	LOCATION OF NOTICE

.....
Officer's Signature

Karen Garner

From: Karen Garner

Sent: 15 August 2011 10:58

To: [REDACTED]

Subject: Adj 37 The Croft, Bognor Regis

Dear Mrs Davies,

With regard to the application reference BE/104/11, please be advised the planning officer dealing with this file has been changed to Ms K Rawlins due to officer commitments.

You may contact her with any future queries regarding this application on 01903 737500 extension 37314.

Kind regards,

Karen Garner

Karen Garner | Technical Support Unit Assistant, Planning Department, Arun District Council | Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

Internal: 37467 | External: +44 (0) 1903 737711 | E-mail: karen.garner@arun.gov.uk

Visit Arun's web site at www.arun.gov.uk



Save the environment - think before you print.

Karen Garner

From: Karen Garner
Sent: 08 August 2011 16:06
To: [REDACTED]
Cc: Lisa Coney
Subject: Adjacent 37 The Croft, Bersted.
Our Ref: BE/104/11.

Dear Mrs Davies,

With regard to the fee for this re-submission application, I have referred to the fees circular and discussed the matter with my team leader on her return from holiday. I can confirm that this application is exempt from a fee as a 'free go'.

I have arranged for a refund to follow this email.

Please except my apologies for the confusion.

Regards,

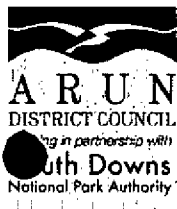
Karen Garner.

Karen Garner Technical Support Unit Assistant, Planning Department, Arun District Council Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF Internal: 37467 External: +44 (0) 1903 737711 E-mail: karen.garner@arun.gov.uk
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Visit Arun's web site at www.arun.gov.uk



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Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Mrs J Davies
Architectura Design
463 Chichester Road
Bognor Regis
West Sussex
PO21 5EB

Your Ref:
Our Ref : BE/104/11/
Please ask for:
Mrs S Leeson
Direct Dial: 01903 737769

4th August 2011

Dear Mrs Davies

The Town and Country Planning Act 1990 (as amended)

Erection of a detached single garage. Amendments to BE/51/08. (Re-submission following BE/57/11.)

Land Adj. 37 The Croft Bognor Regis PO21 5TH

Receipt No P87806

Amount: £ 335.00

VAT Number 193 5586 24

TOTAL PAID: £ 335.00

Thank you for your recent planning application, which was accepted as a valid application on 4th August 2011. It is being dealt with by Mrs S Leeson who will be able to help you by telephone, should you have any questions. However, I would point out that it will not be possible for you to meet with the case officer unless a prior appointment has been arranged.

This Council is legally obliged to publicise all planning applications received. I would be grateful if you would display the enclosed notice on or near the site for 21 days from the date you receive this letter in a position where it can easily be seen by the general public. A decision cannot be made until 8th September 2011 which is the end of the advertising period.

If you have not received a decision by 29th September 2011 and have not agreed in writing to extend this time limit, or been advised that your application is invalid, you are entitled to appeal to the Secretary of State in accordance with the Town and Country Planning Act within 6 months from the date by which the decision should have been made (unless the application has been referred to the Secretary of State by this Council for decision). Appeals must be made on a form which is obtainable from the Planning Inspectorate, Customer Support Unit, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN.

Please be aware that some of our correspondence including the Decision Notification will be sent by email if you have provided an email address on your forms. It is therefore important to inform us if your email address changes throughout the course of the application.

This acknowledgement only relates to planning and does not relate to any other legislation which may or may not apply such as Building Regulations. You will need to carry out your own checks to determine whether any other consents or permissions are required. For advice on whether Building Regulations are required please visit the government's website www.planningportal.gov.uk or seek your own professional advice. If you are in any doubt you will need to submit a formal Building Regulations submission.



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Telephone: 01243 863289 Email: architectura@hotmail.co.uk

ARUN DISTRICT COUNCIL

4 - AUG 2011

RECEIVED

3 August 2011

Miss K Garner
Planning Department
Arun District Council
Maltravers Road
Littlehampton
BN17 5LF

Dear Miss Garner

Proposed Detached Garage on Land Adjacent to 37 The Croft (BE/104/11)

Following your letter dated 2 August and our telephone conversation yesterday regarding the above application, please find enclosed a cheque for the sum of £335 to cover the application fee.

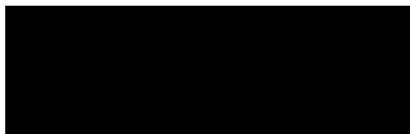
The Client is rather aggrieved at having to pay this, especially as I telephoned the planning department on 21 July to confirm that a fee would not be required. I spoke to someone in admin who told me to speak to the planning officer for the previously refused application – Mrs Leeson. She then put me through to someone else (I think her name was Siobhan) who checked the planning history and confirmed a fee would not be payable.

The Client may well have not gone ahead with this application and the cost of the additional drawings had he known another fee would be required.

Having looked on the planning website, I can find no reference to the fact that only one resubmission is permitted per site. For future reference I would be grateful if you could email to me a link to the relevant information.

Finally, I can confirm that this application only refers to the proposed single detached garage and has nothing to do with the plans of the associated house which is currently under construction.

Yours sincerely



Mrs. Julia Davies
Architectura Design

Enc.

*Confirmed with Lisa
that this is a 'free go'.
Refund £335.00.*



8/8/11



Mrs J Davies
Architectura Design
463 Chichester Road
Bognor Regis
West Sussex
PO21 5EB

Dear Mrs Davies

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General
Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: BE/104/11/

Your Ref:

Please ask for:
Miss K Garner
01903 737500 Ext 37467
2nd August 2011

The Town and Country Planning Act 1990 (as amended)
Town and Country Planning Development Management Procedure Order 2010 (as amended)

Erection of a detached single garage. Amendments to BE/51/08. (Re-submission following BE/57/11.)

Land Adj. 37 The Croft Bognor Regis

Thank you for your recent application which I received on 26th July 2011. It is being dealt with by Miss K Garner who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is £335 and would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices) ✓

Please confirm in writing that the plans for the house will remain the same. ✓

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

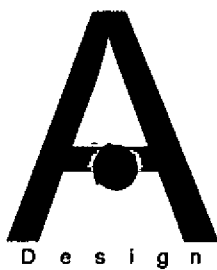
Please provide the above by 16th August 2011. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

Yours sincerely



Karl Roberts
Assistant Director Planning Services &
Housing Strategy

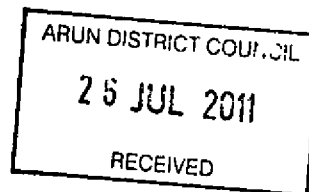
pmac42



Architectura

Architectural Design & Drawing Service
463 Chichester Road, Bognor Regis, West Sussex, PO21 5EB
Telephone: 01243 863289 Email: architectura@hotmail.co.uk

SAL



22 July 2011

Planning Department
Arun District Council
Maltravers Road
Littlehampton
BN17 5LF

Dear Sir

Proposed Detached Garage on Land Adjacent to 37 The Croft, Bognor Regis

Please find enclosed a planning application for a proposed new detached single garage on land adjacent to 37 The Croft, Bognor Regis.

* ~~The site currently has planning permission for a new dwelling which is currently under construction. The~~ consented drawings show two parking spaces at the rear of the site, which it is proposed will be replaced by a detached single garage and adjacent parking space.

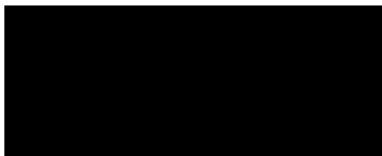
The application comprises three copies of the following:

- o Drawing SG01 showing the existing site
- o Drawing PG03 showing the proposed plans and elevations
- o Drawing PG04 showing the block and site plans
- o Full planning application form, duly completed and signed
- o Completed validation checklist (one copy only)

The application is being made following refusal of BE/57/11 for a double garage. Therefore no planning fee is included as it was confirmed by telephone with your department that this would be classed as a resubmission.

I trust that the enclosed will meet with your approval, however if you have any queries, please do not hesitate to contact me.

Yours faithfully



Mrs. Julia Davies
Architectura Design

Enc.

* Technician - please note & amend as necessary.