

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

At the time of the officer's site visit on the 5.1.12 at 11.15 AM, a satisfactory notice was not posted. Therefore, the officer posted relevant notices as follows:-

DATE OF SITE VISIT	TIME	LOCATION OF NOTICE
5.1.12	11.15 AM	On lamp post outside of Site


Officer's Signature

Recommendation Report

Application No.

BE/148/11

Committee ☐

:

Date

Delegated ☒

Recommend Permission ☒

Recommend Refusal ☐

	Date	Signature
Prepared by Case Officer	31.1.12.	
Agreed by Team Leader	2.2.12	
Agreed by H.O.P.S / P.C.M. (if required)		
Committee Plans		

Comments:

Be 148/11

WSSC Local Development Division (Includes ROW/Archaeology/ Ecology/ Highways/Reg3/4/Strategic)	WSE	
WSSC Design Section (Listed Building Consultations only)	WSD	
Agricultural Appraisal	WAA	
West Sussex Waste Disposal	WWD	
Trading Standards	WTS	
Commission for Social Care Inspection	RHU	
Playschool Registration Unit	PRU	
Highways Agency and Consultants Interoute	HA & MO	
English Heritage (Parks/Gardens Special Interest only)	EH2	
West Sussex Health Authority (Eastern Area)	WHA	
West Sussex Health Authority (Western Area)	CHA	
Southern Water	SWW	
Environment Agency (Zone 2, 3 or 2/3)	EA	
Portsmouth Water Co.	PW	
South Downs Joint Committee	SCB	
Railway consultee	RP	
English Nature	EN	
Sussex Police	POL	
English Heritage (for apps affecting grade 1 or 2* LB's)	EH	
Garden History Society	GHS	
Health & Safety Executive	HSE	
National Planning Casework Unit	MFF	
Sport England South East	SPO	
West Sussex Fire and Rescue (Water And Access Management)	WFW	
Department for Environment, Food & Rural Affairs	DEF	
The Countryside Agency	COA	
South East England Regional Assembly	SEE	
Commission for Architecture & the Built Environment	CAB	
Western Sussex Primary Care Trust	PCT	
South East Economic Development Agency	ECD	
Ofcom Wind Farm Enquiries	OFC	
The Theatres Trust	TTT	
Estates Property	PS	
Adjoining Council (Worthing/ Chichester/Horsham/ North Mundham Parish Council)	WOR/CHI/HOR/ NMP	
Landscapes	LDS	
Arboriculturist	HOR	
Environmental Health	FS	
Leisure Services	TL	
Concessions Officer	CON	
Engineers – All to go to Brian Holland + Fluvial flooding (Simon Power) END or Coastal Protection (Roger Spencer) ENC or Structural (Bruce Taunton) ENS	ENG	
Council Tax	CTR	
Building Control	BC	
Economic Regeneration	ER	
Housing Policy	HOU	
Housing Management	CHO	
Local Plans	FP	
Conservation Officer	CO	
Planning Solicitor	LEG	
Elections	EL	
Bognor Regis Task Force	BTF	
Car Parks	CAR	
Environmental Amenities and Community Safety	EAC	
Parish Council		✓
TSU WILL ALWAYS DO:		
CAAC - any app falling within a Conservation Area (enter group code CAA)		
Six Societies - any demolition to a listed building (AMS, CBA, GG, SPA, VS + EH for principle demolition + LOCAL GROUPS ABS, LVC, FVS, AS, EPK, FCG, FNV)		
Mark Everson - any tree applications (HOR)		
Environment Agency – if development in a flood plain		
Southern Water - development over a public sewer or If in Barnham Drainage Area		
Adjoining Parish/Town Council if Dual Parish application		
Anything with a wind turbine consult NATS (use code WFC)		

00 21/05/11

Proposal Attachments Details :

Proposal Name	loft conversion
Proposal Number	PP-01711796
Version Number	1
Amended Attachments Only?	No
Submission Date	2011-11-17

Attachment :

Attachment Name	Site and Other Plans
Status	New
File Name	Existing Floor Plans.pdf
File Type	application/pdf
PaperSize	A3
File Size (bytes)	107588
Document Reference	
Document Comments	
Date File Uploaded	2011-11-17
Being Provided By	Electronic
Scale Bar Included?	Yes
Been Printed?	Yes
Date Details Amended	

Attachment :

Attachment Name	Site and Other Plans
Status	New
File Name	Existing Front Rear Elevations.pdf
File Type	application/pdf
PaperSize	A3
File Size (bytes)	115422
Document Reference	
Document Comments	
Date File Uploaded	2011-11-17
Being Provided By	Electronic
Scale Bar Included?	Yes
Been Printed?	Yes
Date Details Amended	

Attachment :

Attachment Name	Site and Other Plans
Status	New

File Name	Existing Side Elevation.pdf
File Type	application/pdf
PaperSize	A3
File Size (bytes)	132115
Document Reference	
Document Comments	
Date File Uploaded	2011-11-17
Being Provided By	Electronic
Scale Bar Included?	Yes
Been Printed?	Yes
Date Details Amended	

Attachment :

Attachment Name	The Location Plan
Status	New
File Name	Location.pdf
File Type	application/pdf
PaperSize	A3
File Size (bytes)	34281
Document Reference	
Document Comments	
Date File Uploaded	2011-11-17
Being Provided By	Electronic
Scale Bar Included?	Yes
Been Printed?	Yes
Date Details Amended	

Attachment :

Attachment Name	Site and Other Plans
Status	New
File Name	Proposed Floor Plans.pdf
File Type	application/pdf
PaperSize	A3
File Size (bytes)	110186
Document Reference	
Document Comments	
Date File Uploaded	2011-11-17
Being Provided By	Electronic
Scale Bar Included?	Yes
Been Printed?	Yes
Date Details Amended	

Attachment :

Attachment Name	Site and Other Plans
Status	New
File Name	Proposed Front Rear Elevations.pdf
File Type	application/pdf
PaperSize	A3
File Size (bytes)	115641
Document Reference	
Document Comments	
Date File Uploaded	2011-11-17
Being Provided By	Electronic
Scale Bar Included?	Yes
Been Printed?	Yes
Date Details Amended	

Attachment :

Attachment Name	Site and Other Plans
Status	New
File Name	Proposed Side Elevation.pdf
File Type	application/pdf
PaperSize	A3
File Size (bytes)	214322
Document Reference	
Document Comments	
Date File Uploaded	2011-11-17
Being Provided By	Electronic
Scale Bar Included?	Yes
Been Printed?	Yes
Date Details Amended	

Attachment :

Attachment Name	Block Plan of the Site
Status	New
File Name	Site.pdf
File Type	application/pdf
PaperSize	A3
File Size (bytes)	30493
Document Reference	
Document Comments	
Date File Uploaded	2011-11-17
Being Provided By	Electronic
Scale Bar Included?	Yes
Been Printed?	Yes

Application fee for: loft conversion (1711796)

Application type: Householder

Exemptions

No exemptions have been applied

Fee Calculation

Fee for Householder	150.00
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Reductions

No reductions have been applied

Payment

Payment method: Cheque

Total

Amount due	150.00
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Bersted Parish Council
FAO Mrs F Dobbs
Community Centre
Chalcraft Lane
Bersted, West Sussex
PO21 5UB

Your Ref: 000012094
Our Ref: BE/148/11/
Please ask for:
Mrs J Chapman

5th January 2012

Dear Sir/Madam

The Town and Country Planning Act 1990 (as amended)

Loft conversion
66 Greencourt Drive Bognor Regis

Thank you for your internet representation made on 5th January 2012 which has been recorded as **no objection** with the comments as follows:

No objection

Your views will be considered before the application is determined and I shall write to inform you of any decision made.

Please be aware that if the application is to be determined by the Council's Development Control committee and your letter has been received at a late stage after the Agenda has been published you will not receive a separate letter notifying you of the date of the meeting and procedures for public speaking. In such circumstances it is recommended that you track the progress of the application on the Council's website or telephone the Council for further information. Please be advised that any comments you make that are not included within the Committee Agenda will be reported to the Members of the Development Control committee. Please also be aware that only a small number of all planning applications received go to the Development Control Committee. Most are determined under delegated powers by Officers in which case your comments will again be considered before the application is determined.

Please be aware that Planning Services operate an 'open file' policy and may publish details of your comments on the internet on the Arun District Council Planning section. Please ensure that you only provide information that you are happy will be made available in this way. If you supply information belonging to a third party, please ensure you have their permission to do so. If you do not wish your comments to appear on the 'open file' please confirm this in writing and I will arrange for it to be destroyed although this means that its contents will then be disregarded.

In the event of a subsequent written representations appeal, against a refusal of planning permission on a householder application, any representations made on the application will be automatically forwarded to the Secretary of State. Unlike all other types of appeal, there will be no further opportunity to comment at the appeal stage.

Yours faithfully

Karl Roberts
Assistant Director Planning Services & Housing Strategy

Mr J Dowling
Additions
47a Felpham Way
Bognor Regis
West Sussex
PO22 8PT

Your Ref:
Our Ref : BE/148/11/
Please ask for:
Mrs J Chapman
Direct Dial: 01903 737657

21st December 2011

Dear Mr Dowling

The Town and Country Planning Act 1990 (as amended)

Loft conversion

66 Greencourt Drive Bognor Regis PO21 5EX

Receipt No P88602 Amount: £ 150.00

VAT Number 193 5586 24

TOTAL PAID: £ 150.00

Thank you for your recent planning application, which was accepted as a valid application on 20th December 2011. It is being dealt with by Mrs J Chapman 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 19th January 2012 which is the end of the advertising period.

If you have not received a decision by 14th February 2012 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.

Charlotte Burrows

From: Siobhan Honney-Bayes on behalf of Planning.Responses
Sent: 20 December 2011 16:28
To: Charlotte Burrows
Subject: FW: Planning Incomplete Application - Request for further information on BE/148/11/
Follow Up Flag: Follow up
Flag Status: Orange
Attachments: Location.pdf

From: barney dowing [REDACTED]
Sent: 20 December 2011 14:10
To: Planning.Responses
Subject: Re: Planning Incomplete Application - Request for further information on BE/148/11/

From: planning.responses@arun.gov.uk
Sent: Friday, December 16, 2011 5:30 PM
To: [REDACTED]
Subject: Planning Incomplete Application - Request for further information on BE/148/11/

[REDACTED]

Important Notice This e-mail is intended exclusively for the addressee and may contain information that is confidential and/or privileged. If you are not the intended recipient (or authorised to receive it for the addressee), please notify the sender and delete the e-mail immediately; using, copying, or disclosing it to anyone else, is strictly prohibited and may be unlawful. Any views, opinions or options presented are solely those of the author and do not necessarily represent those of Arun District Council. The information in this e-mail may be subject to public disclosure under the Freedom of Information Act 2000, therefore we cannot guarantee that we will not provide the whole or part of this e-mail to a third party. The Council reserves the right to monitor e-mails in accordance with relevant legislation. Whilst outgoing e-mails are checked for viruses, we cannot guarantee this e-mail is virus-free or has not been intercepted or changed and we do not accept liability for any damage caused. Any reference to "e-mail" in this disclaimer includes any attachments.

Charlotte Burrows

From: Julie Grieves on behalf of Planning.Responses
Sent: 15 December 2011 08:14
To: Charlotte Burrows
Subject: FW: Planning Incomplete Application - Request for further information on BE/148/11/
Follow Up Flag: Follow up
Flag Status: Red
Attachments: Existing Side Elevation2.pdf; Location.pdf; Proposed Floor Plans.pdf; Proposed Front Rear Elevations.pdf; Proposed Side Elevation2.pdf; roof plans.pdf; Householder checklist.doc

Julie Grieves - (Working days Monday, Thursday & Friday)

| Technical Support Unit Assistant, Planning and Building Control, Arun District Council | Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF
 Internal: 37448 | External: +44 (0) 1903 737711 | E-mail: julie.grieves@arun.gov.uk

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



Save the environment - think before you print.

F
b

dowling [REDACTED]

Sent: 14 December 2011 14:25

To: Planning.Responses

Subject: Re: Planning Incomplete Application - Request for further information on BE/148/11/

From: planning.responses@arun.gov.uk

Sent: Monday, December 05, 2011 5:00 PM

To: j [REDACTED]

Subject: Planning Incomplete Application - Request for further information on BE/148/11/

Important Notice This e-mail is intended exclusively for the addressee and may contain information that is confidential and/or privileged. If you are not the intended recipient (or authorised to receive it for the addressee), please notify the sender and delete the e-mail immediately; using, copying, or disclosing it to anyone else, is strictly prohibited and may be unlawful. Any views, opinions or options presented are solely those of the author and do not necessarily represent those of Arun District Council. The information in this e-mail may be subject to public disclosure under the Freedom of Information Act 2000, therefore we cannot guarantee that we will not provide the whole or part of this e-mail to a third party. The Council reserves the right to monitor e-mails in accordance with relevant legislation. Whilst outgoing e-mails are checked for viruses, we cannot guarantee this e-mail is virus-free or has not been intercepted or changed and we do not accept liability for any damage caused. Any reference to "e-mail" in this disclaimer includes any attachments.

* Loc - only 1 named id.



Mr J Dowling
Additions
47a Felpham Way
Bognor Regis
West Sussex
PO22 8PT

Dear Mr Dowling

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/148/11/
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 Ext 37459

16th December 2011

The Town and Country Planning Act 1990 (as amended)

Loft conversion
66 Greencourt Drive Bognor Regis

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following matters are resolved:-

I require 1 electronic or 3 paper copies of a revised location plan to include two named roads in accordance with the guidance notes available on our website detailed below (click on National List).

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>

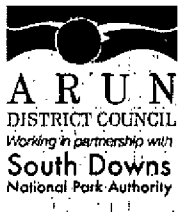
If you are unable to download the required documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by 30th December 2011. If this information is not received by this date the application will be returned as incomplete and you will have to submit a fresh application.

Yours sincerely



Karl Roberts
Assistant Director Planning Services &
Housing Strategy



Mr J Dowling
Additions
47a Felpham Way
Bognor Regis
West Sussex
PO22 8PT

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/148/11/
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 Ext 37459

Dear Mr Dowling

5th December 2011

The Town and Country Planning Act 1990 (as amended)

Loft conversion
66 Greencourt Drive Bognor Regis

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following matters are resolved:-

I require 1 electronic or 3 paper copies of a location plan in accordance with the guidance notes available on our website detailed below (click on National List).

✓ Please provide 1 electronic or 3 paper copies of a revised proposed roof plan at a scale of 1:50 as there are two rooflights detailed on this plan and not on the front elevation - please amend, in accordance with the guidance notes available on our website detailed below (click on National List).

✓ Please provide 1 electronic or 3 paper copies of both existing and proposed side elevations in accordance with the guidance notes available on our website detailed below (click on National List).

✓ Please provide 1 electronic or 3 paper copies of a revised proposed side elevation as it does not coincide with the floor plan - there is a window missing, in accordance with the guidance notes available on our website detailed below (click on National List).

✓ Please submit 1 electronic or 3 paper copies of existing and proposed roof plan in accordance with guidance notes available on our website detailed below (click on National List).

✓ Please complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Householder Forms - Household Extension - and click on Checklist)



Mr Jack Dowling
47a Felpham Way
Bognor Regis
West Sussex
United Kingdom
PO22 8PT

Dear Additions Ltd

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/148/11/

Your Ref:

Please ask for:

Miss C Burrows

01903 737500 Ext 37459

18th November 2011

The Town and Country Planning Act 1990 (as amended)

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

Loft conversion

66 Greencourt Drive Bognor Regis

Thank you for your recent application which I received on 17th November 2011. It is being dealt with by Miss C Burrows 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 :-

I require 1 electronic or 3 paper copies of a location plan in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide 1 electronic or 3 paper copies of a revised proposed roof plan at a scale of 1:50 as there are two rooflights detailed on this plan and not on the front elevation - please amend, in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide 1 electronic or 3 paper copies of both existing and proposed side elevations in accordance with the guidance notes available on our website detailed below (click on National List).

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Please complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Householder Forms - Household Extension - and click on Checklist)

pmac42