ARUN
DISTRICT COUNCIL

Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Tel: 01903 737756
www.arun.gov.uk

Application for Planning Permission.
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	76
Suffix	
Property name	Dove Cottage
Address line 1	North Bersted Street
Address line 2	
Address line 3	
Town/city	Bersted
Postcode	PO22 9AQ

Description of site location must be completed if postcode is not known:

Easting (x)	492712
Northing (y)	101349

Description

2. Applicant Details

Title	Mr
First name	Peter
Surname	Mullans
Company name	
Address line 1	Dove Cottage
Address line 2	76 North Bersted Street
Address line 3	
Town/city	Bersted
Country	

2. Applicant Details

Postcode	PO22 9AQ
Primary number	
Secondary number	
Fax number	
Email address	

Are you an agent acting on behalf of the applicant? (•) Yes ( ) No

3. Agent Details

Title	Mrs
First name	Susan
Surname	Leeson
Company name	Neame Sutton Limited
Address line 1	West Suite
Address line 2	Coles Yard Barn
Address line 3	North Lane
Town/city	Clanfield
Country	United Kingdom
Postcode	PO8 0RN
Primary number	[redacted]
Secondary number	
Fax number	
Email	

4. Site Area

What is the measurement of the site area? (numeric characters only).	0.02
Unit	hectares

5. Description of the Proposal

Please describe details of the proposed development or works including any change of use.

If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.

The Conversion of the Annexe to a separate unit of accommodation (Studio)

Has the work or change of use already started? (•) Yes ( ) No

5. Description of the Proposal

If yes, please state the date when the work or change of use started (date must be pre-application submission) DD/MM/YYYY: 01/11/2018

Has the work or change of use been completed? (●) Yes ( ) No

If Yes, please state the date when the work or change of use was completed (date must be pre-application submission): 01/11/2018

6. Existing Use

Please describe the current use of the site

A separate unit of accommodation with a sitting tenant.

Is the site currently vacant? ( ) Yes (●) No

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated ( ) Yes (●) No

Land where contamination is suspected for all or part of the site ( ) Yes (●) No

A proposed use that would be particularly vulnerable to the presence of contamination ( ) Yes (●) No

7. Materials

Does the proposed development require any materials to be used? ( ) Yes (●) No

8. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular 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

Are there any new public roads to be provided within the site? ( ) Yes (●) No

Are there any new public rights of way to be provided within or adjacent to the site? ( ) Yes (●) No

Do the proposals require any diversions/extinguishments and/or creation of rights of way? ( ) Yes (●) No

9. Vehicle Parking

Is vehicle parking relevant to this proposal? (●) Yes ( ) No

Please provide information on the existing and proposed number of on-site parking spaces

Type of vehicle	Existing number of spaces	Total proposed (including spaces retained)	Difference in spaces
Cars	2	2	0

10. Trees and Hedges

Are there trees or hedges on the proposed development site? ○ Yes ◉ No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character? ○ Yes ◉ No

If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of your local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

11. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.) ○ Yes ◉ No

If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)? ○ Yes ◉ No

Will the proposal increase the flood risk elsewhere? ○ Yes ◉ No

How will surface water be disposed of?

☐ Sustainable drainage system

☐ Existing water course

☑ Soakaway

☐ Main sewer

☐ Pond/lake

12. Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species:

○ Yes, on the development site
○ Yes, on land adjacent to or near the proposed development
◉ No

b) Designated sites, important habitats or other biodiversity features:

○ Yes, on the development site
○ Yes, on land adjacent to or near the proposed development
◉ No

c) Features of geological conservation importance:

○ Yes, on the development site
○ Yes, on land adjacent to or near the proposed development
◉ No

13. Foul Sewage

Please state how foul sewage is to be disposed of:

13. Foul Sewage

- [x] Mains Sewer
- [ ] Septic Tank
- [ ] Package Treatment plant
- [ ] Cess Pit
- [ ] Other
- [ ] Unknown

Are you proposing to connect to the existing drainage system? (•) Yes ( ) No ( ) Unknown

If Yes, please include the details of the existing system on the application drawings. Please state the plan(s)/drawing(s) references.

Drainage plan

14. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste? (•) Yes ( ) No

If Yes, please provide details:

As existing.

Have arrangements been made for the separate storage and collection of recyclable waste? (•) Yes ( ) No

If Yes, please provide details:

As existing

15. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste? ( ) Yes (•) No

16. Residential/Dwelling Units

Due to changes in the information requirements for this question that are not currently available on the system, if you need to supply details of Residential/Dwelling Units for your application please follow these steps:

1. Answer 'No' to the question below;
2. Download and complete this supplementary information template (PDF);
3. Upload it as a supporting document on this application, using the 'Supplementary information template' document type.

This will provide the local authority with the required information to validate and determine your application.

Does your proposal include the gain, loss or change of use of residential units? (•) Yes ( ) No

Please select the proposed housing categories that are relevant to your proposal.

- [x] Market
- [ ] Social
- [ ] Intermediate
- [ ] Key Worker

Add 'Market' residential units

Market: Proposed Housing						
	Number of bedrooms					
	1	2	3	4+	Unknown	Total
Bedsits/Studios	1	0	0	0	0	1
Total	1	0	0	0	0	1

Please select the existing housing categories that are relevant to your proposal.

16. Residential/Dwelling Units

- [x] Market
- [ ] Social
- [ ] Intermediate
- [ ] Key Worker

Add 'Market' residential units

Market: Existing Housing						
	Number of bedrooms					
	1	2	3	4+	Unknown	Total
Bedsits/Studios	1	0	0	0	0	1
Total	1	0	0	0	0	1

Total proposed residential units	1
Total existing residential units	1

17. All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? ○ Yes ◉ No

18. Employment

Will the proposed development require the employment of any staff? ○ Yes ◉ No

19. Hours of Opening

Are Hours of Opening relevant to this proposal? ○ Yes ◉ No

20. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Is the proposal for a waste management development? ○ Yes ◉ No

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make it clear what information it requires on its website

21. Hazardous Substances

Does the proposal involve the use or storage of any hazardous substances? ○ Yes ◉ No

22. 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?

- [x] The agent
- [ ] The applicant
- [ ] Other person

23. 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	Mrs
First name	Rose
Surname	Dannett
Reference	

Date (Must be pre-application submission)

01/03/2019

Details of the pre-application advice received

discussion concerning annexe and separate unit of accommodation.

24. 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?

25. 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	Mrs
First name	Susan
Surname	Leeson
Declaration date (DD/MM/YYYY)	18/06/2019

[x] Declaration made

26. 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)	18/06/2019