



BR/286/10

Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF
Tel: 01903 737756

www.arun.gov.uk

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.** First name: **KEITH**

Last name: **FELLOWES.**

Company (optional): _____

Unit: _____ House number: **29** House suffix: _____

House name: _____

Address 1: **HILLSBOROUGH ROAD,**

Address 2: _____

Address 3: _____

Town: **BOGNOR REGIS.**

County: **W/Sx**

Country: _____

Postcode: **PO21 2DX.**

2. Agent Name and Address

Title: **MR.** First name: **K.E.**

Last name: **HILTON**

Company (optional): **K.E. HILTON CHARTERED SURVEY. ENG.**

Unit: **2** House number: _____ House suffix: _____

House name: _____

Address 1: **ALBERT CHAMBERS**

Address 2: **SUDLEY RD.**

Address 3: _____

Town: **BOGNOR REGIS**

County: **W/Sx**

Country: _____

Postcode: **PO21 1EQ**

3. Description of Proposed Works

Please describe the proposed works:

**GROUND FLOOR KITCHEN & DINING EXTENSION
WITH 1ST FLOOR BED ROOM OVER.**

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:

29

House

suffix:

House
name:

Address 1:

HILLSBOROUGH RD.

Address 2:

Address 3:

Town:

BOGNOR REGIS,

County:

W/Sx

Postcode
(optional):

PO21 2DX.

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:

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:

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	BLOCK WORK CAVITY RENDERED.	BLOCK WORK CAVITY RENDERED	☐	☐	
Roof	CONC. TILES	CONC. TILES	☐	☐	
Windows	U.P.V.C DOUBLE GLAZED	U.P.V.C DOUBLE GLAZED.	☐	☐	
Doors			☐	☐	
Boundary treatments (e.g. fences, walls)			☒	☐	
Vehicle access and load-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:

4266 / 1-7 incl.

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):

16.9.10

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 requisite notice to everyone else (as listed 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

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:

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Name of Owner	Address	Date Notice Served

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):

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Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

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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:

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):

16. 9 . 10

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

Name of Tenant	Address	Date Notice Served

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.

The original and 3 copies of a completed and dated application form:



The original and 3 copies of a design and access statement where proposed works fall within one of the following designated areas:



The correct fee:



The original and 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

The original and 3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings):



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



The original and 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:

Or signed - Agent:

Date (DD/MM/YYYY):

16. 9 . 10

(date cannot be pre-application)

14. Applicant Contact Details

Telephone numbers

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):

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:

Mr. K. Fellows

Telephone number:

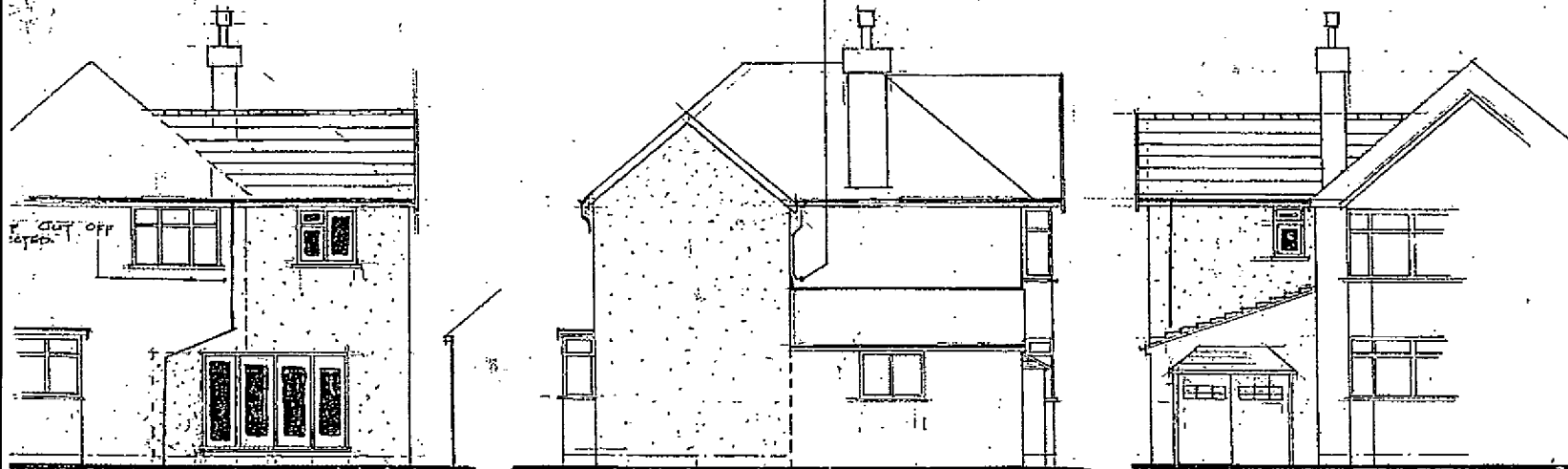
Email address:

NOTE: ALL NEW MATERIALS TO MATCH
EXTG. MAIN HOUSE.

NOTES:

1. Do not scale this drawing. Use figured dimensions only, except for planning purposes.
2. All dimensions must be checked on site by the contractor prior to commencement of work.
3. All construction details are indicative and are to be checked and confirmed on site and any divergence's are to be agreed with the Contract Administrator.

EXTG. ROOF CUT BACK & FLASHED
INTO NEW CAVITY WALL.



SOUTH ELEVATION.

EAST ELEVATION.

NORTH ELEVATION.

K.E. HILTON C. Eng M.I Struct.E, F.F.B.
Chartered Structural Engineer

2 ALBERT CHAMBERS Tel: 01243 865500
SUDLEY ROAD Fax: 01243 860489
BOGNOR REGIS Mobile: 07968 333140
WEST SUSSEX
PO21 1EQ E-Mail: [REDACTED]

ELEVATIONS [As Prop'd]			
Scale	1/100	Drawn By	
Date	APR 10	Checked	
Drawing Number	4266/5		

und Floor Kitchen & Dining Extension With First Floor Bedroom Over
Hillsboro Road Bognor Regis PO21 2DX

NOTES

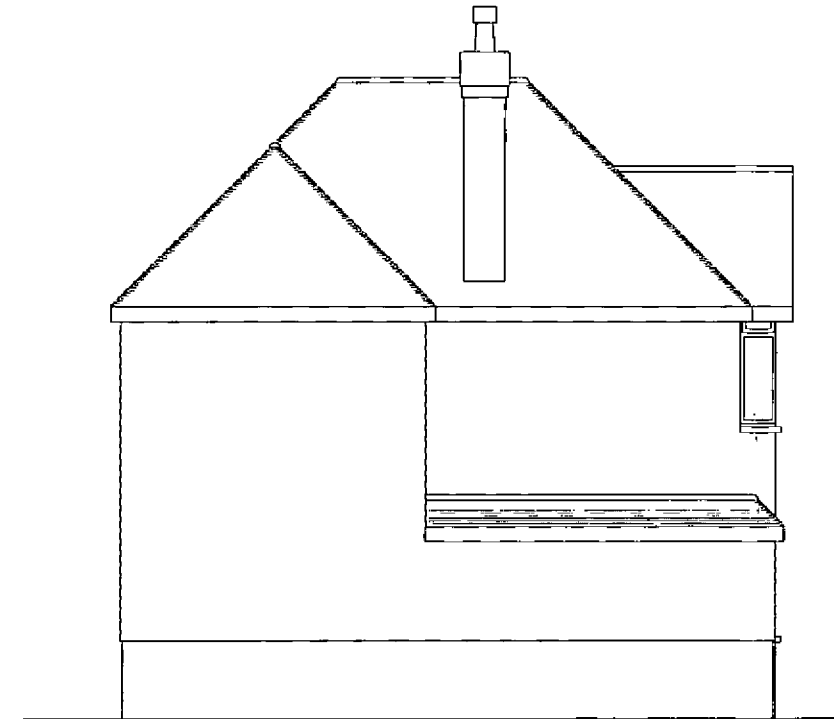
ROOF - Plain tiles to pitched roof to match.

WALLS - Mixture of face brick with Marley Eternit Cedral Weatherboard (sand colour) above.

WINDOWS/DOORS - White PVC framed double glazed units.

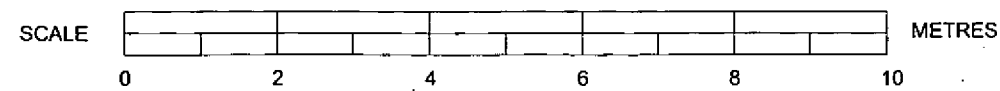


FRONT ELEVATION



SIDE ELEVATION

PROPOSED ELEVATIONS



SUSSEX BUILDING CONSULTANCY LIMITED		 LABC 3 NORTHGATE ROAD BOGNOR REGIS PO21 9LZ TEL - (01243) 891379
29 HILLSBORO ROAD, BOGNOR REGIS, WEST SUSSEX.		
SCALE - 1/100 REV - A DATE - 18/09/2014		