ARUN DISTRICT COUNCIL

No. EG 11 08

Received

A.R U N
DISTRICT COUNCIL

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. Mrs |
| First name: | NEIL |
| Last name: | RODEN |
| Company (optional): | |
| Unit: | |
| House number: | |
| House suffix: | |
| House name: | HEBERBURT |
| Address 1: | CHURCH LANE |
| Address 2: | EASTERGATE |
| | CHICHESTER |
| Town: | |
| County: | WEST SUSSEX |
| Country: | |
| Postcode: | PO20 3XD |

### 2. Agent Name and Address

| | |
|---|---|
| Title: | Mr |
| First name: | COLIN |
| Last name: | JESSEY |
| Company (optional): | COLIN JESSEY ASSOCIATES |
| Unit: | |
| House number: | 29 |
| House suffix: | |
| House name: | PARKFIELD ROAD |
| Address 1: | TARRING |
| Address 2: | WORTHING |
| | |
| Town: | |
| County: | WEST SUSSEX |
| Country: | |
| Postcode: | BN13 1EP |

### 3. Description of Proposed Works

Please describe the proposed works:

SINGLE STOREY EXTENSION TO CREATE GRANNY ANNEX

## 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: HEBERBURY

Address 1: CHURCH LANE

Address 2: EASTERGATE

CHICHESTER

Town:

County: WEST SUSSEX

Postcode (optional): PO20 3XD

## 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:

Dwg 080.08.04 Block plan.

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.

THE HEDGE TO THE BOUNDARY WITH LABURNUMS IS TO BE TRIMMED.

## 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 | MULTISTOCK BRICK | MULTISTOCK BRICK | ☐ | ☐ | |
| Roof | PLAIN TILES | PLAIN TILES | ☐ | ☐ | |
| Windows | TIMBER | TIMBER | ☐ | ☐ | |
| Doors | TIMBER | TIMBER | ☐ | ☐ | |
| Boundary treatments (e.g. fences, walls) | HEDGES OR FENCES | UNALTERED | ☑ | ☐ | |
| Vehicle access and hard-standing | PAVERS | UNALTERED | ☑ | ☐ | |
| 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:

SEE ATTACHED COVER LETTER

## 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: [redacted] YYYY):

**CERTIFIC**

**Town and Country Planning (General**

I certify/ The applicant certifies that I have/the applica[redacted]ne 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:

| 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):

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:

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:

[redacted]

D/MM/YYYY):

02.08

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.

3 copies of a completed and dated application form: ☑

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: ☑

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

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

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

The correct fee: ☑

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

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:

[redacted]

D/MM/YYYY):

.02.08. (date cannot be pre-application)



Colin Jessey Associates

**Building Design, Town & Country Planning, Surveyors, Cad Services**

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The Director of Planning
Planning Department
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex, BN17 5LF

25 February 2008

Our ref 080/CJ/B004

Dear Sir

**Re; Single Storey Side Extensions to create Granny Annex at;**
**Heberbury, Church Lane, Eastergate, Chichester, West Sussex, PO20 3XD**

On behalf of our clients Mr & Mrs N Roden in residence, we enclose for your consideration their Full Planning Application in respect of the above.

This application is for Consent to provide modest accommodation for a dependant relative by means of a single storey extension, creating a small Granny Annex and home for an elderly person, without the need for that person to go into care or a nursing home.

This is an attractive detached chalet style dwelling-house built in the first half of the last century, located within a residential area close to the village centre.

These are modest proposals in keeping within the character of the area and dwelling, and without any detriment or overlooking to neighbouring properties.

The application comprises our cheque in the sum of £135.00, and three copies of the following documents;

- This letter which forms part of the application
- Your planning application form with Certificate A
- A4 sheet with three colour photos of the existing dwelling
- Design & Access Statement
- Drawings as listed on attached Drawing Issue Sheet

Should you feel that any part of the application may be prejudicial to the granting of consent, please can you contact this office so that such matters may be discussed and our clients have an opportunity of amending their application.

[redacted]