

Application for approval of details reserved by condition.
Town and Country Planning Act 1990
Planning (Listed Buildings and Conservation Areas) Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

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.

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:	Peter		
Last name:	Hake				
Company (optional):					
Unit:		House number:		House suffix:	
House name:	Field Place				
Address 1:	Eastergate Lane				
Address 2:	Eastergate				
Address 3:					
Town:	Chichester				
County:	West Sussex				
Country:	UK				
Postcode:	PO20 3SL				

2. Agent Name and Address

Title:	Mr	First name:	S		
Last name:	Hunting				
Company (optional):					
Unit:		House number:	8	House suffix:	
House name:					
Address 1:	Somerset Gardens				
Address 2:					
Address 3:					
Town:	Bognor Regis				
County:	West Sussex				
Country:	UK				
Postcode:	PO21 2AA				

3. Site Address Details

Please provide the full postal address of the application site.

Unit:		House number:		House suffix:	
House name:					
Address 1:	Stoneyfield Nursery				
Address 2:	Eastergate Lane				
Address 3:	Eastergate				
Town:	Chichester				
County:	West Sussex				
Postcode (optional):	PO20 3SL				
Description of location or a grid reference. (must be completed if postcode is not known):					
Easting:		Northing:			
Description:					
A Nursery					

4. 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 as possible: ☐

Officer name:

Reference:

Date (DD/MM/YYYY):
(must be pre-application submission)

Details of pre-application advice received?

5. Description Of Your Proposal

Please provide a description of the approved development as shown on the decision letter, including the application reference number and date of decision in the sections below:

Gravel driveway

Reference number: Date of decision: (Date must be pre-application submission) (DD/MM/YYYY)

Please state the condition number(s) to which this application relates:

1.		6.	
2.		7.	
3.		8.	
4.	Details of Construction	9.	
5.		10.	

Has the development already started? ☐ Yes ☒ No

If Yes, please state when the development started (DD/MM/YYYY): (date must be pre-application submission)

Has the development been completed? ☐ Yes ☒ No

If Yes, please state when the development was completed (DD/MM/YYYY): (date must be pre-application submission)

6. Discharge Of Condition

Please provide a full description and/or list of the materials/details that are being submitted for approval:

Submission of a drawing showing dimensions and details of materials to be used.

7. Part Discharge Of Condition(s)

Are you seeking to discharge only part of a condition? ☐ Yes ☐ No

If Yes, please indicate which part of the condition your application relates to:

8. 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 (LPA) has been submitted.

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

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

The correct fee: ☒

Please note the original was submitted electronically

*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

9. 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.

Signed - Applicant:

Or signed - Agent:

22/7/18

(date cannot be pre-application)

10. Applicant Contact Details

Telephone numbers

Country code:

National number:

Extension number:

Country code:

Mobile number (optional):

Email address (optional):

peter_hake@me.com

11. Agent Contact Details

Telephone numbers

Country code:

National number:

Extension number:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

12. 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:

Peter Hake

Email address:

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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:		First name:	
Last name:			
Company (optional):			
Unit:		House number:	
		House suffix:	
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			

2. Agent Name and Address

Title:		First name:	
Last name:			
Company (optional):			
Unit:		House number:	
		House suffix:	
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			

3. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: Northing:

Description:

4. 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 as possible: ☐

Officer name:

Reference:

Date (DD/MM/YYYY):
(must be pre-application submission)

Details of pre-application advice received?

5. Description Of Your Proposal

Please provide a description of the approved development as shown on the decision letter, including the application reference number and date of decision in the sections below:

Reference number: Date of decision: (Date must be pre-application submission) (DD/MM/YYYY)

Please state the condition number(s) to which this application relates:

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

Has the development already started? ☐ Yes ☐ No

If Yes, please state when the development started (DD/MM/YYYY): (date must be pre-application submission)

Has the development been completed? ☐ Yes ☐ No

If Yes, please state when the development was completed (DD/MM/YYYY): (date must be pre-application submission)

6. Discharge Of Condition

Please provide a full description and/or list of the materials/details that are being submitted for approval:

7. Part Discharge Of Condition(s)

Are you seeking to discharge only part of a condition? ☐ Yes ☐ No

If Yes, please indicate which part of the condition your application relates to:

8. 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 (LPA) has been submitted.

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

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

The correct fee: ☐

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9. 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.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(date cannot be pre-application)

10. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

11. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

12. 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:

Telephone number:

Email address:

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1. Applicant Name and Address

Title:		First name:	
Last name:			
Company (optional):			
Unit:		House number:	
		House suffix:	
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			

2. Agent Name and Address

Title:		First name:	
Last name:			
Company (optional):			
Unit:		House number:	
		House suffix:	
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			

3. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: Northing:

Description:

4. 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 as possible: ☐

Officer name:

Reference:

Date (DD/MM/YYYY):
(must be pre-application submission)

Details of pre-application advice received?

5. Description Of Your Proposal

Please provide a description of the approved development as shown on the decision letter, including the application reference number and date of decision in the sections below:

Reference number: Date of decision: (Date must be pre-application submission) (DD/MM/YYYY)

Please state the condition number(s) to which this application relates:

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

Has the development already started?

☐ Yes ☐ No

If Yes, please state when the development started (DD/MM/YYYY):

(date must be pre-application submission)

Has the development been completed?

☐ Yes ☐ No

If Yes, please state when the development was completed (DD/MM/YYYY):

(date must be pre-application submission)

6. Discharge Of Condition

Please provide a full description and/or list of the materials/details that are being submitted for approval:

7. Part Discharge Of Condition(s)

Are you seeking to discharge only part of a condition?

☐ Yes ☐ No

If Yes, please indicate which part of the condition your application relates to:

8. 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 (LPA) has been submitted.

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

The correct fee: ☐

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9. Declaration

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Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(date cannot be pre-application)

10. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

11. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

12. 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:

Telephone number:

Email address:

Application for Approval of Details Reserved by Condition

Town and Country Planning Act 1990

Planning (Listed Buildings and Conservation Areas) Act 1990

1. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

2. Agent Name and Address

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

3. Site Address Details

Please enter the same address of the site as stated on the decision notice, together with the full postcode or grid reference.

4. Pre-application Advice

The local authority may be able to offer (possibly for a fee) pre-application discussions before a formal application is submitted in order to guide applicants through the process. This can minimise delays later in processing the application.

Pre-application discussions can also help you and the planning authority identify areas of concern about your proposed development so that you can give consideration to amending your proposal before the application is submitted. The advice and guidance given to you at the pre-application stage is given in good faith. However, it does not guarantee or supply a definitive undertaking as to whether your proposal is likely to be acceptable.

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state '*Unknown*'.

This will assist the Council in dealing with your application as quickly as possible.

5. Description of your Proposal

Please describe the development or works as shown on the original decision letter and clearly indicate the permission reference number and condition that you wish to discharge, remove or vary. It is essential that the number and description of the condition(s) to which this application relates are specified, so that no confusion arises.

6. Discharge of Condition

You should clearly indicate the materials/details that are being submitted for approval. In some circumstances (e.g. when seeking approval of a large number of materials) the submission of individual samples (or collectively shown on a materials sample board) may be appropriate.

7. Part Discharge of Condition(s)

If the details being submitted only discharge part of a condition(s) then this should be clearly set out together with a description of that part of the condition to which the application relates.

8. Planning Application Requirements & Local Level Requirements

There are two levels of requirements, national and local:

- **National** - Use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted.
- **Local** - The local planning authority will have produced a document (usually available from their website) which details any specific information that is required to accompany the application in addition to the national requirements.

Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information may result in your application being returned as invalid.

9. Declaration

Please sign and date your application.

10. Applicant Contact Details

Please provide contact information for the applicant.

11. Agent Contact Details

Please provide contact information for the agent.

12. Site Visit

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.

FEES FOR PLANNING, CONTROL OF ADVERTISEMENTS & OTHER APPLICATIONS

TOWN AND COUNTRY PLANNING (FEES FOR APPLICATIONS, DEEMED APPLICATIONS, REQUESTS AND SITE VISITS) (ENGLAND) REGULATIONS 2012

OPERATIONS

1.The erection of dwellinghouses (other than development in category 6)	(1)Where the application is for <u>outline</u> planning permission and (a)the site area does not exceed 2.5 hectares, £462 for each 0.1 hectare of the site area; (b)the site area exceeds 2.5 hectares, £11,432 and an additional £138 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £150,000; (1A)Where the application is for permission in principle, £402 for each 0.1 hectare of the site area (2)in <u>other cases</u> (a)where the number of dwellinghouses to be created by the development is 50 or fewer, £462 for each dwellinghouse; (b)where the number of dwellinghouses to be created by the development exceeds 50, £22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000.
2.The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7)	(1)Where the application is for <u>outline</u> planning permission and (a)the site area does not exceed 2.5 hectares, £462 for each 0.1 hectare of the site area; (b)the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £150,000; (1A) Where the application is for permission in principle, £402 for each 0.1 hectare of the site area (2)in <u>other cases</u> (a)where no floor space is to be created by the development, £234; (b)where the area of the gross floor space to be created by the development does not exceed 40 square metres, £234; (c)where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 75 square metres, £462; (d)where the area of the gross floor space to be created by the development exceeds 75 square metres, but does not exceed 3750 square metres, £462 for each 75 square metres of that area; (e)where the area of the gross floor space to be created by the development exceeds 3750 square metres, £22,859; and an additional £138 for each 75 square metres in excess of 3750 square metres, subject to a maximum in total of £300,000
3.The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4)	(1)where the application is for <u>outline</u> planning permission and (a)the site area does not exceed 2.5 hectares, £462 for each 0.1 hectare of the site area; (b)the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each additional 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £150,000; (2)in <u>other cases</u> (a)where the area of gross floor space to be created by the development does not exceed 465 square metres, £96;

	(b)where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, £462; (c)where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres, £462 for the first 540 square metres, and an additional £462 for each 75 square metres in excess of 540 square metres; and (d)where the area of gross floor space to be created by the development exceeds 4215 square metres, £22,859; and an additional £138 for each 75 square metres in excess of 4215 square metres, subject to a maximum in total of £300,000 1A) Where the application is for permission in principle, £402 for each 0.1 hectare of the site area
4.The erection of glasshouses on land used for the purposes of agriculture	(1)where the area of gross floor space to be created by the development does not exceed 465 square metres, £96; (2)where the area of gross floor space to be created by the development exceeds 465 square metres, £2,580
5.The erection, alteration or replacement of plant or machinery	(1)where the site area does not exceed 5 hectares, £462 for each 0.1 hectare of the site area; (2)where the site area exceeds 5 hectares, £22,859; and an additional £138 for each 0.1 hectares in excess of 5 hectares, subject to a maximum in total of £300,000
6.The enlargement, improvement or other alteration of existing dwellinghouses	(1)where the application relates to one dwellinghouse, £206; (2)where the application relates to two or more dwellinghouses, £407
7.The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse	£206
8.The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land	£234
9.The carrying out of any operations connected with exploratory drilling for oil or natural gas	(1)where the site area does not exceed 7.5 hectares, £508 for each 0.1 hectare of the site area; (2)where the site area exceeds 7.5 hectares, £38,070; and an additional £151 for each 0.1 hectare in excess of 7.5 hectares, subject to a maximum in total of £300,000
9A.The carrying out of any operations (other than operations coming within category 9) for the winning & working of oil or natural gas	Where the site area – (a)does not exceed 15 hectares, £257 for each 0.1 hectare of the site area; (b)exceeds 15 hectares, £38,520; and an additional £151 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £78,000
10.The carrying out of any operations not coming within any of the above categories	(1)In the case of operations for the winning and working of minerals (a)where the site area does not exceed 15 hectares, £234 for each 0.1 hectare of the site area; (b)where the site area exceeds 15 hectares, £34,934; and an additional £138 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £78,000; (2)in any other case, £234 for each 0.1 hectare of the site area, subject to a maximum in total of £2,028

USES OF LAND

11.The change of use of a building to use as one or more separate dwellinghouses	(1)where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses (a)where the change of use is to use as 50 or fewer dwellinghouses, £462 for each additional dwellinghouse;
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	(b)where the change of use is to use as more than 50 dwellinghouses, £22,859 ; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total £300,000 ; (2)in all other cases (a)where the change of use is to use as more than 50 or fewer dwellinghouses , £462 for each dwellinghouse; (b)where the change of use is to use as more than 50 dwellinghouses, £122,859 ; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000
12.The use of land for (a)the disposal of refuse or waste materials; (b)the deposit of material remaining after minerals have been extracted from land; or (c)the storage of minerals in the open	(1)where the site area does not exceed 15 hectares, £234 for each 0.1 hectare of the site area; (2)where the site area exceeds 15 hectares, £34,934 ; and an additional £138 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £78,000
13.The making of a material change in the use of a building or land (other than a material change of use in category 11 or 12(a), (b) or (c))	£462

ADVERTISEMENTS

1.Advertisements displayed externally on business premises, the forecourt of business premises or other land within the curtilage of business premises, wholly with reference to all or any of the following matters (a)the nature of the business or other activity carried on at the premises; (b)the goods sold or the services provided on the premises; or (c)the name and qualifications of the person carrying on such business or activity or supplying such goods or services	£132
2.Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site	£132
3.All other advertisements	£462

OTHER TYPES OF APPLICATIONS

1. Variation or removal of a condition on a planning permission or renewal of temporary permission	£234
2. Written confirmation of compliance, consent, agreement, approval or discharge of a condition or conditions attached to a planning permission	(a)existing dwellinghouses/residential curtilages, £34 (b)all other cases, £116 for each request
3. Non-material changes to a planning permission	(a)householder applications, £34 (b)all other applications, £234

PRIOR NOTIFICATIONS

A fee for a prior approval application is payable in relation to certain types of development authorised by the Town & Country Planning (General Permitted Development) Order 2015 (Schedule 2). The amounts are payable every time an application for prior approval is made.

1.For a material change of use under any Part of Schedule 2 (Except for an application under Part 4 temporary buildings and uses)	£96
2. For a material change of use & associated building operations under Part 3	£206
3. For applications under part 4 (temporary building and uses), 6 (agricultural and forestry),7 (non-domestic extensions, alterations etc), 11(heritage and demolitions) or 14 (renewable energy)	£96
4.For an application under Part16 (communications)	£462

APPLICATION FOR A CERTIFICATE OF LAWFUL USE OR DEVELOPMENT

1. Where the use or development has already been carried out.	The sum payable as would be required in respect of a planning application to begin the use or carry out the development
2. Where it affects any failure to comply with a condition.	£234
3. Where it relates to a proposed use or development.	Half the sum payable for the normal planning application fee.
4. Use as one or more separate dwellinghouses	The sum payable as for the erection of dwellinghouses

NOTES FOR GUIDANCE

This information should be read as advice only and the precise means of assessing the appropriate fee is that contained in the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012.

If, after you have read the below guidance notes, you still require further assistance in determining the correct fee for your application, please contact the Council's Technical Support Unit by telephoning 01903 737711 or e-mailing planning@arun.gov.uk.

General

- Most planning and other related applications require payment of a fee which is set nationally by Government legislation.
- Payment can be made by cheque made payable to Arun District Council and sent with the application. Credit or debit card payments can be made over the telephone or in person at the Council's planning reception in the Arun Civic Centre during normal office hours but you must quote a planning application reference number or the planning portal reference number so that payment can be matched to the application. **Cash payments cannot be accepted.**
- If payment is made separately to the application, please ensure you send an accompanying letter detailing the application reference number (if known) the planning portal reference number or the application site address.
- VAT is not applicable to any planning and other related application fees.
- The fee must accompany the application when the application is lodged and the statutory period, within which, a decision is required to be made, begins with the receipt of a valid application with the correct fee.
- The Government Fee Regulations preclude the Council from refunding the fee once an application has been validated. However, the Council will refund the fee where an application is invalid or is awaiting validation providing the application is withdrawn in writing or by e-mail by the applicant/agent beforehand.

Definitions

- Site Area**
This should be taken as the land to which the application relates, shown edged red on the location plan accompanying the application. The site area as outlined in red on the location plan must include the application site, access from the public highway and all land necessary to carry out the development (i.e. Visibility splays, landscaping, car parking and open spaces around buildings).
- Floorspace**
Wherever this applies it should be taken as the gross amount including all storeys to be created by the development using external measurements. Any buildings or parts thereof that are proposed to be removed cannot be deducted as part of this calculation.
- Or part thereof**
Where the floorspace or site area of the proposal is not an exact multiple of the unit of measurement provided by the fees scale, the amount remaining is taken to be a whole unit for fee purposes. Thus in order to ascertain an exact measurement you should round up not down.

4. **Dwellinghouse**

For fee purposes, a dwellinghouse is defined as a building or part of a building which is used as a single private dwellinghouse and for no other purpose. This includes flats and maisonettes.

Calculation of Fees

1. Where an application involves the erection of residential and non-residential floor space the fee payable will be the sum of the fees of the two or more constituent parts.
2. Where the application fee could be calculated from one or more categories (excluding erection of dwellings) the fee payable will be the highest figure produced when each relevant category is calculated separately.
3. When calculating the fee based on floor space created, it is the gross floor space and not internal floorspace which should be calculated.

Concessions

1. The Government Fee Regulations only allow a limited number of concessions and the Council is unable to negotiate a reduction of the fee with any applicant or commercial, non-commercial, charitable, sports, social or other non-profit making organisation.
2. Applications made by Parish Councils or their agents for their own proposals attract half the normal application fee payable.
3. A developer may put forward alternative proposals for the same site and should seek further advice with regard to the correct fee payable.

Exemptions

No fees are payable for:

1. Applications required because of a Regulation 7 direction (Advertisement), providing the application is made solely because of the existence of the Regulation 7 direction and not because it would normally require planning permission which would attract a fee.
2. Applications for an extension or alteration to a dwelling house or in the curtilage of a dwelling house where such works are solely to improve the access, safety, health or comfort of a resident or proposed resident to whom Section 29 of the National Assistance Act 1948 applies (a disabled resident), or a child who is disabled for the purposes of Part III of the Children Act 1989. A letter confirming that this person is registered or entitled to be registered under either of the above Acts should be obtained from West Sussex County Council – Social Services Department or confirmation of the Disabled Registration Number and should accompany the application at the time it is submitted. Otherwise a fee is required; however, the Council will refund the fee should this confirmatory letter be received after the application has been validated. Letters confirming benefit payments are not acceptable for this purpose.
3. Applications that relate solely to work to provide a means of access for disabled people to a building to which the public are admitted.
4. i) One revised application for planning permission or one revised application for permission in principle for development of the same character or description relating to the same site or part thereof, by the same applicant, within 12 months of:
 - a) the date of grant of permission of an earlier application;
 - b) the date of refusal of an earlier application (including dismissal at appeal);
 - c) the date of submission of an earlier application which was withdrawn before a decision note was issued or;
 - d) the expiration of the prescribed period for determining an earlier application where an appeal has been submitted to the Secretary of State against the failure of the Local Planning Authority to determine that application.ii) One revised application, for approval of one or more reserved matters relating to the same site or part thereof and to no other land, by the same applicant, for approval of the same reserved matters of the same outline planning permission, within 12 months of:
 - a) the date of approval of an earlier application;
 - b) the date of refusal of an earlier application (including dismissal at appeal);
 - c) the date of submission of an earlier application which was withdrawn before a decision note was issued or;
 - d) the expiration of the prescribed period for determining an earlier application where an appeal has been submitted to the Secretary of State against the failure of the Local Planning Authority to determine that application

iii) A revised application for display of an advertisement relating to the same site and description, by the same applicant within 12 months of:

- a) the date of refusal of an earlier application;
- b) the date of submission of an earlier application which was withdrawn before a notice of decision was issued.

Provided that;

- The correct fee was paid in respect of the earlier application;
- If the earlier application was in full then the revised application is also in full and likewise for outline;
- The revised application includes no additional land (other than may be necessary to provide alternative means of access).

Other applications not attracting a fee:

- Listed Building Consent
- Planning applications for demolition of unlisted buildings in conservation areas where the application relates solely to development which is relevant demolition (within the meaning of section 196D of the Town & Country Planning Act 1990)
- Applications to lop, top or fell trees sited in a Conservation Area or subject to a Tree Preservation Order.
- Hedgerow Removal Notice under the Environmental Act 1995 and Hedgerow regulations 1997.

Area Measurements

0.1 Hectare = 1,000 sq metres
1 Hectare = 10,000 sq metres

Conversion Table

Hectares to Acres = x 2.471 (i.e. 0.1 of a hectare = 0.2471 acres or 1000m²)
Square metres to square feet = x 10.76 (i.e. 40m² = 430.4ft²)



NATIONAL VALIDATION REQUIREMENTS LIST

Advice for officers, applicants and agents

12 May 2015

INTRODUCTION

The following validation checklist relates to planning applications and provides details of the mandatory national information specified in the Town and Country (Development Management Procedure) England Order 2015 (DMPO). The requirements in this document are obligatory and must be met if an application is to be accepted as valid

In addition to the requirements contained in this document, Arun District Council also has local validation requirements which are contained in the Local Validation Requirements List, The Householder Local Validation List and Listed Building Validation Requirements List . However, depending on the nature of the proposal and its location, the local information may not always be necessary. Where it is deemed necessary, it will carry the same weight as the national requirements. This means that if an application is submitted without the required information the Council will not be able to accept the application as valid. It is essential therefore that both the National and Local Validation Requirement Lists are referred to before formally submitting an application, and that the list of requirements is carefully scrutinised to ascertain its applicability to a particular development proposal. Pre-application advice applications, particularly in respect of major development proposals are strongly encouraged to assist in this process. Please note the Householder Validation Requirements List combines both the National and Local Requirements into one document.

Should it be established following validation of the planning application that information should have been submitted prior to its validation, a request for further information and/or clarification may result in the application being regarded as invalid and the eight/thirteen week timescale for determination reverting back to the date on which any revised information/clarification as deemed necessary within the checklists is submitted. In some circumstances, a new application will be required.

If you have any queries on the validation requirements please contact the Technical Support Unit on 01903 737711

NATIONAL VALIDATION REQUIREMENTS

1. COMPLETED FORM
2. OWNERSHIP CERTIFICATES AND AGRICULTURAL LAND DECLARATION
3. DESIGN AND ACCESS STATEMENT
4. APPROPRIATE FEE
5. LOCATION PLAN
6. SITE/BLOCK PLAN
7. EXISTING & PROPOSED ELEVATION PLANS
8. EXISTING & PROPOSED FLOOR PLANS
9. EXISTING & PROPOSED SECTIONS AND FINISHED FLOOR/SITE LEVELS
10. EXISTING AND PROPOSED ROOF PLANS
11. ENVIRONMENTAL IMPACT STATEMENT
12. OUTLINE PLANNING APPLICATIONS REQUIREMENTS
13. CERTIFICATE OF LAWFULNESS APPLICATIONS

1. COMPLETED FORM

This is required to be completed in its entirety. Please provide 3 copies of the form and accompanying documentation unless you are submitting electronically via the planning portal.

2. OWNERSHIP CERTIFICATES AND AGRICULTURAL LAND DECLARATION

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 13 of the DMPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission **must** include the appropriate certificate of ownership. An ownership certificate A, B, C or D **must** be completed stating the ownership of the property. Where the site includes an agricultural holding, all agricultural tenants must be notified prior to the submission of the application and their details must be included on the relevant certificate

It should be noted that in the event of any part of a new development including guttering, foundations or opening windows overhanging or crossing onto a neighbouring boundary, ownership certificate A should not be issued. Notice should be served on the owner and an alternative certificate completed.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

Notice(s)

A notice to owners of the application site **must** be completed and served in accordance with Article 13 of the DMPO. There are three versions of this notice, and they can be downloaded from our website:

<http://www.arun.gov.uk/making-a-planning-application>

Householder Article13 Notice, Minor Commercial Article 13 Notice and Full Planning Article 13 Notice.

3. DESIGN AND ACCESS STATEMENT

A design and access statement is required for an application for **planning permission** for

- major development¹
- where any part of a proposed development is in a designated area² consisting of one or more dwelling houses³ or a building/s where the floor space created by the development is 100 square metres or more.

¹'major development' means development involving any one or more of the following

- the winning or working of minerals or the use of the land for mineral-working deposits
- waste development

- the provision of dwelling houses where the number of dwelling houses to be provided is 10 or more or the development is to be carried out on a site having an area of 0.5 hectares or more and where it is not known whether the number of proposed dwelling houses is 10 or more
- the provision of a building or buildings where the floor space to be created by the development is 1,000square metres or more or
- development carried out on a site having an area of 1 hectare or more.

²‘designated area’ is a Conservation Area or a World heritage Site

³‘dwelling house’ does not include a building containing one or more flats, or a flat contained within such a building

This **does not** apply to applications for **planning permission**

- to develop land without compliance with conditions previously attached, made pursuant to section 73 of the Town & Country Planning Act 1990(a)
- to replace an extant planning permission in order to extend the time limit for implementation
- for approval of reserved matters following outline approval
- for engineering or mining operations
- for a material change in use of the land or buildings or
- waste development.

A design and access statement shall

- explain the design principles and concepts that have been applied to the development
- demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account
- explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account
- state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation and
- explain how any specific issues which might affect access to the development have been addressed.

4. APPROPRIATE FEE

The fee for planning submissions is variable dependent on planning type.

The Planning Portal has produced a fee calculator to enable applicants to calculate the fee required to accompany any planning application.

<https://1app.planningportal.co.uk/FeeCalculator/Standalone>

It should be noted that fee requirements and levels are decided by Government and Arun District Council has to abide by National requirements.

Some categories of application are exempt from a fee.

Concessions may be available for development entirely connected with proposals for disabled access to public buildings or for development needed **solely** for a disabled

person. You are advised to check with the Technical Support Unit if you believe your application may benefit from an exemption.

5. LOCATION PLAN

The Town and Country Planning (Development Management Procedure)(England) Order 2015 states that an application needs to be accompanied with a plan which identifies the land to which an the application relates (This is commonly known as a Location Plan)

All applications **must** include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 for an urban area or 1:2500 for a rural area.

In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least one named road and where possible two and surrounding buildings. If the location is in a highly rural area it may not be possible to include named roads on a plan of this scale in which case please ring to discuss an alternative solution. The properties shown should be numbered or named to ensure that the exact location of the application site is clear and **must** include a north point.

The application site **must** be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. It is not acceptable to edge a plan in blue, pink or black. Only red edged plans will be accepted.

A blue line **must** be drawn around any other land owned by the applicant, close to or adjoining the application site.

We are also able to accept location plans produced via the Planning Portal.

OTHER PLANS, DRAWINGS AND INFORMATION NECESSARY TO DESCRIBE THE DEVELOPMENT WHICH IS THE SUBJECT OF THE APPLICATION

The Town and Country Planning (Development Management Procedure)(England) Order 2015 states that an application needs to be accompanied by any other plans, drawings and information necessary to describe the development which is the subject of the application. The DMPO Procedure Order does not specify beyond this but custom and practice has established that these are the block plan, floor plans, elevations, sections and roof plans as specified below

6. BLOCK/SITE PLAN

All applications **must** have a Block Plan at scale 1:500 or 1:200 and it should show

- a) the direction of North;
- b) the proposed development in relation to the site boundaries and other existing buildings on the site with any new buildings/work to be clearly indicated on the plan (hatched, highlighted or clear written dimensions). Written dimensions to boundaries are to be included to assist with the understanding of development

and its relationship to neighbouring properties. If it is more practical such dimensions can be indicated on other plans but must be provided within the application drawings. Dimensions are not required for front porches, dormer windows/roof light proposals.

- c) all the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) all public rights of way crossing or adjoining the site;
- e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- f) the extent and type of any hard surfacing and provision of drainage
- g) boundary treatment including walls or fencing where this is proposed

Where all the information required by both a block plan and site plan can be provided on one drawing, and where the scale is no greater than 1:200, we will be willing to accept a combined site and block plan, however, it **must** be titled as such.

7. EXISTING & PROPOSED ELEVATION PLANS

These should be drawn to a scale of 1:50 or 1:100 and should be clearly labelled existing and proposed. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors.

Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two.

Where there are no external alterations for example for an application for change of use, it is possible to submit one set of plans but they must not have text or annotations superimposed over the top so that they are unclear for a member of the public to read. They must be clearly labelled existing and proposed.

8. EXISTING & PROPOSED FLOOR PLANS

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail.

Where necessary details of existing walls or buildings to be demolished should be indicated. Where a proposal adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings.

Where there is no alteration to the floor plans, for example in the case of a change of use, it is possible to submit one set of plans but they must not have text or

annotations superimposed over the top so that they are unclear for a member of the public to read. They must be clearly labelled existing and proposed.

9. EXISTING & PROPOSED SECTIONS AND FINISHED FLOOR/SITE LEVELS

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s) or advertisements. In all cases where a proposal involves a change in ground levels, drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

10. EXISTING & PROPOSED ROOF PLAN

A roof plan for dormer extensions/roof alterations is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

11. ENVIRONMENTAL STATEMENTS

An Environmental Statement is needed for certain types of development, these are usually but not always major developments. Information can be found in the Town and Country Planning (Environmental Impact Assessment) Regulations 2011. You can seek a formal opinion (a screening opinion) from the Local Planning Authority as to whether an Environmental Impact Statement is needed before you submit your planning application. If a statement is needed you can also ask the Authority to advise upon what it should contain (a scoping opinion).

12. OUTLINE APPLICATION REQUIREMENTS

Applications for outline planning permission generally need not give details of any proposed reserved matters (Article 7 (3) of the DMPO). However, where an outline

application is being made and access is a reserved matter, the application for outline permission shall state the area or areas where access points to the proposed development will be situated.

If a local planning authority receives an application for outline planning permission, but decides that the application ought not to be considered separately from all or any of the reserved matters, it must notify the applicant within one month from the receipt of the application that further details must be submitted. The local planning authority should also specify what further details are needed (see Article 5 (2) of the DMPO). This situation should not be confused with applications where inadequate information is submitted

13. CERTIFICATE OF LAWFULNESS APPLICATIONS

If you want to be certain that the existing use of a building is lawful for planning purposes or that your proposal does not require planning permission you can get a certificate called a "Lawful Development Certificate" (LDC).

It is not compulsory to have an LDC but there may be times when you need one to confirm that the use, operation or activity named in it is lawful for planning control purposes.

The issues involved in LDCs are complex and if you decide you need to apply for a certificate you might benefit by obtaining professional advice. The onus is on applicants to prove lawfulness on a balance of probabilities and it is therefore vital that we receive all the information necessary to arrive at a decision on your application.