EP/10/12

ARUN DISTRICT COUNCIL

Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Tel: 01903 737730
www.arun.gov.uk

Householder Application for Planning Permission for works or extension to a dwelling. Town and Country Planning 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 black 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:	COLIN
Last name:	QUINLAN
Company (optional):	
Unit:	
House number:	29
House suffix:	
House name:	SANDGATE
Address 1:	THE BOYSTONS
Address 2:	EAST PRESTON
Address 3:	
Town:	
County:	WEST SUSSEX
Country:	
Postcode:	BN16 2TR BN16 2TR

2. Agent Name and Address

Title:	MR
First name:	MARTIN
Last name:	O'BRIEN
Company (optional):	
Unit:	
House number:	61
House suffix:	
House name:	LYCHGATE
Address 1:	CHURCH ROAD
Address 2:	TARRING
Address 3:	
Town:	WORTHING
County:	WEST SUSSEX
Country:	
Postcode:	BN13 1HB

3. Description of Proposed Works

Please describe the proposed works:

EXTENSION OF EXISTING FIRST FLOOR ACCOMMADATION TO INCLUDE NEW DORMER WINDOWS.

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: SASSAFRAS

Address 1: THE ROYSTONS

Address 2: EAST PRESTON

Address 3: _____

Town: _____

County: WEST SUSSEX

Postcode (optional): BN16 2RR

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: JAMES SMITH

Reference: _____

Date (DD MM YYYY): 10-01-12 (must be pre-application submission)

Details of the pre-application advice received:

RESTRICTIONS IN LOCAL AREA.

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 proposed development? ☐ 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. Authority Employee / Member

With respect to the Authority, I am:

(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

Do any of these statements apply to you? ☐ Yes ☑ No

If Yes, please provide details of the name, relationship and role

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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
Walls	PAINTED BRICKWORK	PAINTED BRICKWORK	☐	☐
Roof	SINGLE LAP INTERLOCKING TILES	SINGLE LAP INTERLOCKING TILES	☐	☐
Windows	WHITE D/GLAZED UPVC	WHITE D/GLAZED UPVC.	☐	☐
Doors	—	—	☑	☐
Boundary treatments (e.g. fences, walls)	—	—	☑	☐
Vehicle access and hard-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:

TE/1 LOCATION PLAN 1:1250 TE/5 EXISTING ELEVATIONS 1:100
TE/2 " " 1:500 TE/6 PROPOSED ELEVATIONS 1:100
TE/3 EX. FLOOR PLANS 1:100 TE/7 EXISTING & PROPOSED ROOF PLANS 1:100
TE/4 PROP. " " 1:100

11. Ownership 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 (Development Management Procedure) (England) Order 2010 Certificate under Article 12

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):
	[redacted]	12-01-12

CERTIFIC[redacted]

Town and Country Planning (Development M[redacted] Certificate under Article 12

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 (Development Management Procedure) (England) Order 2010 Certificate under Article 12

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. Ownership Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

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):

12. Agricultural Land Declaration

AGRICULTURAL LAND DECLARATION

Town and Country Planning (Development [redacted] **tificate under Article 12**

Agricultural Land

(A) None of the land to which the application relate

Signed - Applicant:

Date (DD/MM/YYYY): 12-01-12

(B) I have/ The applicant has given the requisite no[redacted]o, on the day 21 days before the date of this application, was a tenant of [redacted]h this application relates, as listed below:

Name of Tenant		Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

13. 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 plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North: ☑

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 a design and access statement if proposed works fall within a conservation area or World Heritage Site, or relate to a Listed Building: ☐

The correct fee: ☑

The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable): ☑

The original and 3 copies of the completed, dated Article 12 Certificate (Agricultural Holdings): ☑

14. 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]

Date (DD/MM/YYYY): 12-01-12 (date cannot be pre-application)

15. Applicant Contact Details

Telephone numbers

Country code: | National number: | Extension number:

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

16. Agent Contact Details

Telephone numbers

Extension

[redacted]

Email address (optional):

[redacted]

17. Site Visit

Can the site be seen from a public road, public footpath, bridleway o

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: