



Arun District Council
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 (as amended)

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.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number	30
Suffix	
Property Name	
Address Line 1	Lavinia Way
Address Line 2	
Address Line 3	West Sussex
Town/city	East Preston
Postcode	BN16 1EF

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

Easting (x)	Northing (y)
507360	102390

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

- ☐ Yes
☒ No

Applicant Contact Details

Primary number

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

Loft conversion including increase in ridge height, front porch, and rear dormer including relocation of solar panels and enlarged rear kitchen extension.

Has the work already been started without consent?

- ☐ Yes
☒ No

Materials

Does the proposed development require any materials to be used externally?

- ☒ Yes
☐ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:

Walls

Existing materials and finishes:

Painted pebble dash render to existing masonry walls.

Proposed materials and finishes:

Painted pebble dash render to proposed masonry walls. Composite cladding to proposed rear dormer, anthracite grey (RAL 7016).

Type:

Roof

Existing materials and finishes:

Concrete roof tiles to existing pitched roof

Proposed materials and finishes:

Existing concrete roof tiles to be reinstated to proposed pitched roof. GRP to proposed flat roof

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- ☐ Yes
☒ No

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

- ☐ Yes
☒ No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

- ☐ Yes
☒ No

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, extinguishment and/or creation of public rights of way?

- ☐ Yes
☒ No

Parking

Will the proposed works affect existing car parking arrangements?

- ☐ Yes
☒ No

Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

☒ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

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?

- ☐ The agent
☒ The applicant
☐ Other person

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

First Name

Surname

Reference

Date (must be pre-application submission)

Details of the pre-application advice received

The proposed loft conversion would result in a rear dormer measuring 11m wide, 2.8m deep, with a flat roof measuring 2m high. While the dormer would be a large addition, contrary to Part M of the Arun Design Guide (ADG) which states dormers should be a minor incident within the roof slope, it would be set up and set down from the eaves and ridge, as well as set in approx. 0.5m from either flank elevation. Given the scale of the dormer, the dormer would not be a subservient addition within the rear roof slope. However, it would be built from matching materials and would be sited to the rear and given the variation within the street scene of Lavinia Way in terms of single and two storey dwellings, some with accommodation served by dormers, the proposed dormer would not result in demonstrable harm to visual amenity and would therefore be acceptable under Arun Local Plan (ALP) policy D DM4.

The proposed ridge height would be increased by 0.75m, to 5.4m. Within the street scene, two-storey dwellings are present, thus the increase in ridge height is unlikely to appear at odds.

To the rear, the proposed extension would adjoin an existing projection. It would extend by 2.5m in width and 0.75m in depth. No block plan has been provided to show the extensions in relation to its plot or neighbours. The total depth of the extension as a result of the enlargement would be 4.5m. While this would exceed the depth for rear extensions set out in Section M of the ADG; the extension would be well integrated with the host dwelling and remains visually subservient to the host dwelling. The extension would not adversely impact the visual amenity of the dwelling and is acceptable in accordance with ALP policy D DM4.

The proposed porch extension would have a depth of 1.2m, a width of 2m and would not extend any further than the existing projection of the bay window within this elevation. It would be a minor addition featuring a pitched gable roof. While porches of this design are not a feature of the street scene of Lavinia Way, it would not introduce harm to the character of the host dwelling as it would use matching materials and appear a subservient addition in accordance with ALP policy D DM4.

Overall, the development does not result in adverse harm to the character or visual amenity of the locality and as such is in accordance with ALP policies D DM1 and D DM4 the ADG.

The proposals are in accordance with the relevant policies within the Development Plan. If a formal application for the proposals were to be received, it would likely be granted permission.

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.

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?

- ☐ Yes
- ☒ No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

E.g. All the land is owned by a single individual

☒ Yes

☐ No

Is any of the land to which the application relates part of an Agricultural Holding?

☐ Yes

☒ No

Certificate Of Ownership - Certificate A

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

Mr

First Name

Joe

Surname

Clark

Declaration Date

07/07/2026

☒ Declaration made

Declaration

I/We hereby apply for Householder planning permission as described in the questions answered, details provided, 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.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Joe Clark

Date

07/07/2026