



Arun District Council
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Tel: 01903 737756
www.arun.gov.uk

Application for a Non-Material Amendment Following a Grant of Planning Permission

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	4
Suffix	
Property Name	
Address Line 1	South Drive
Address Line 2	
Address Line 3	West Sussex
Town/city	Ferring
Postcode	BN12 5QS

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

Easting (x)	Northing (y)
509406	101633

Description

Applicant Details

Name/Company

Title

Mr & Mrs

First name

Surname

Smith

Company Name

Address

Address line 1

4 South Drive

Address line 2

Address line 3

Town/City

Ferring

County

West Sussex

Country

Postcode

BN12 5QS

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Eligibility

Does the applicant have an interest in the part of the land to which this amendment relates?

- ☒ Yes
- ☐ No

If the applicant is not the sole owner, has notification under Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) been given?

- ☐ Yes
- ☐ No
- ☒ Not applicable

Description of Your Proposal

Please provide the description of the approved development as shown on the decision letter

Single storey front porch and side garage extension, roof extension to include habitable loft with 1 No. dormer, juliet balcony and rooflights, following demolition of existing front porch and side garage.
Internal alterations.

Reference number

FG/40/24/HH

Date of decision

03/05/2024

What was the original application type?

Householder planning permission

For the purpose of calculating fees, which of the following best describes the original development type?

- ☒ **Householder development:** Development to an existing dwelling-house or development within its curtilage
- ☐ **Other:** Anything not covered by the above category

Non-Material Amendment(s) Sought

Please describe the non-material amendment(s) you are seeking to make

external materials, Roof: natural slate; patent glazing to north elevation: PV Panels to west elevation.
Walls external weather boarding to first floor and garage; reduced size of internal front porch with timber canopy.
Omission of ground floor window to north elevation and inclusion of a door.
Addition of window to garage
Front boundary treatment.

Please state why you wish to make this amendment

Confirm external materials to be used.
Improve the aesthetic to be more sympathetic to the neighbouring buildings.
Reduce CO2 emissions

Are you intending to substitute amended plans or drawings?

- ☒ Yes
☐ No

If yes, please complete the following details

Old plan/drawing numbers

Location Plan 05 P1
Existing & Proposed Site Plans 10 P3
Existing & Proposed Ground Floor Plans 20 P2
Proposed First Floor Plan 21 P1
Proposed Existing & Proposed Roof Plan 22 P1
Proposed Existing & Proposed Elevations 30 P2
Proposed Existing & Proposed Elevations 31 P1

New plan/drawing numbers

25005 Site Plan as Proposed	SK 01.
25005 Ground Floor Plan as Proposed	SK 02.
25005 First Floor Plan as Proposed	SK 03.
25005 Roof Plan as Proposed	SK 04.
25005 South and East Elevation Plan as Proposed	SK 05.
25005 North and West Elevation as Proposed	SK 06.

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

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

Declaration

I/We hereby apply for Non-Material Amendment 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

Haydn Jones

Date

02/03/2026