ARUN DISTRICT COUNCIL

ARUN DISTRICT COUNCIL

No. FN 25 10

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 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:	PHILIP
Last name:	COOK
Company (optional):	
Unit:	
House number:	
House suffix:	
House name:	
Address 1:	SOLDIERS FIELD STABLES
Address 2:	SOLDIERS FIELD LANE
Address 3:	
Town:	FINDON
County:	WEST SUSSEX
Country:	
Postcode:	BN14 0SG

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. Description of Proposed Works

Please describe the proposed works:

DEMOLITION OF EXISTING EXTENSIONS AND CONSTRUCTION OF SINGLE STOREY EXTENSIONS TO SIDE AND REAR, WITH ADDITIONAL ACCOMMODATION IN ROOF SPACE

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: MERRIE MEAD

Address 1: HORSHAM ROAD

Address 2: _____

Address 3: _____

Town: FINDON

County: WEST SUSSEX

Postcode (optional): BN14 0UY

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: MR P CLEVELAND

Reference: _____

Date (DD MM YYYY), (must be pre-application submission): 23/3/10

Details of the pre-application advice received.

INFORMAL MEETING TO DISCUSS REDUCTION IN SCALE OF PREVIOUS PROPOSAL

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:

SEE DRAWING 08023/100

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

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	RENDER WITH BRICK PLINTH	AS EXISTING	☐	☐
Roof	CLAY TILES	AS EXISTING	☐	☐
Windows	CRITTAL WITH LEADED LIGHTS	WHITE UPVC	☐	☐
Doors	PAINTED TIMBER	WHITE UPVC	☐	☐
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.

PLAN 08023/100 AND PLAN 08023/101
AND
DESIGN & ACCESS STATEMENT

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 (General Development Procedure) Order 1995 Certificate under Article 7

[redacted] day 21 days before the date of this application nobody except myself/ the applicant was the ... est or leasehold interest with at least 7 years left to run) of any part of the land or building to ...

Or signed - Agent:

Date (DD/MM/YYYY): 31/3/10

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

...g (General Development Procedure) Order 1995 Certificate under Article 7

...he 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 = 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 = 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 (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 = 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 Holdings

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) No [redacted] relates is, or is part of, an agricultural holding.

Signed:

Or signed - Agent:

Date (DD/MM/YYYY): 31/3/10

(B) I ha[redacted]ite notice to every person other than myself/ the applicant who, on the day 21 days before [redacted]ant of an agricultural holding on all or part of the land to which this application relates, as liste

Name of Tenant	Address	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 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: N/A ☐

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 7 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.

[redacted]

Or signed - Agent:

Date (DD/MM/YYYY):

31/3/10

(date cannot be pre-application)

15.

Telephone numbers

[redacted]

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

Country code:

National number:

Extension number:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

17.

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:

ARUN DISTRICT COUNCIL FN/25/10/

αβχδ VALIDATION CHECKLIST

HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING

Three copies of all documents unless stated otherwise or submitted electronically. This form must be completed in accordance with the Arun District Council Validation checklist National and Local list of requirements. Failure to complete all boxes will result in your application being returned as invalid.

	YES	N/A
Completed form	☐	
Completed Ownership Certificate	☑	
Agricultural Holdings Certificate	☑	
Design and Access Statement	☑	☐
The appropriate fee (if n/a, why?)	☑	☐
Location plan	☑	
Block or Site plan	☑	
Existing & Proposed Elevations	☑	☐
Existing & Proposed Floor plans	☑	☐
Street Scene Elevation	☑	☐
Sections and finished floor and site levels	☐	☑
Existing & Proposed Roof plans	☑	☐
LOCAL REQUIREMENTS	**YES**	**N/A**
Flood Risk Assessment	☐	☑
REQUIREMENTS FOR DOMESTIC MICROGENERATION EQUIPMENT/WIND TURBINES		
For all wind turbines:		
Manufacturer's specification	☐	☑
For free standing equipment:		
Site plan to show position of equipment at 1:200	☐	☑
Elevations at a scale of 1:50/1:100	☐	☑
For equipment attached to a roof:		
Existing roof plans at a scale of 1:50/1:100	☐	☑
Proposed roof plans at a scale of 1:50/1:100	☐	☑
Elevation of wind turbine/solar panels at a scale of 1:50/1:100	☐	☑
For solar panels, section through roof at scale of 1:20	☐	☑
For equipment attached to a wall:		
Existing elevations at a scale of 1:50/1:100	☐	☑
Proposed elevations at a scale of 1:50/1:100	☐	☑
NEW VEHICULAR ACCESS AND ALTERATIONS TO EXISTING		
Site Plan to mark the width and location of any new or widened access in red (use second site plan if necessary) as well as visibility splays and sightlines. Existing access marked if different to position of proposed	☐	☑
BOUNDARY WALLS, GATES, FENCES		
Site Plan showing existing and proposed position of wall/gate/fence in red at 1:200/1:500	☐	☑
Elevation of wall/fence at 1:50/1:200 (2 elevations or more required for corner sites)	☐	☑