

# 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                                                                                                                                                                                                             | <input checked="" type="checkbox"/> |                                     |
| Completed Ownership Certificate                                                                                                                                                                                            | <input checked="" type="checkbox"/> |                                     |
| Agricultural Holdings Certificate                                                                                                                                                                                          | <input checked="" type="checkbox"/> |                                     |
| Design and Access Statement                                                                                                                                                                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| The appropriate fee (if n/a, why?)                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Location plan                                                                                                                                                                                                              | <input checked="" type="checkbox"/> |                                     |
| Block or Site plan                                                                                                                                                                                                         | <input checked="" type="checkbox"/> |                                     |
| Existing & Proposed Elevations                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Existing & Proposed Floor plans                                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Street Scene Elevation                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Sections and finished floor and site levels                                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Existing & Proposed Roof plans                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>LOCAL REQUIREMENTS</b>                                                                                                                                                                                                  | <b>YES</b>                          | <b>N/A</b>                          |
| Flood Risk Assessment                                                                                                                                                                                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>REQUIREMENTS FOR DOMESTIC MICROGENERATION EQUIPMENT/WIND TURBINES</b>                                                                                                                                                   |                                     |                                     |
| <b>For all wind turbines:</b>                                                                                                                                                                                              |                                     |                                     |
| Manufacturer's specification                                                                                                                                                                                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>For free standing equipment:</b>                                                                                                                                                                                        |                                     |                                     |
| Site plan to show position of equipment at 1:200                                                                                                                                                                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Elevations at a scale of 1:50/1:100                                                                                                                                                                                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>For equipment attached to a roof:</b>                                                                                                                                                                                   |                                     |                                     |
| Existing roof plans at a scale of 1:50/1:100                                                                                                                                                                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Proposed roof plans at a scale of 1:50/1:100                                                                                                                                                                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Elevation of wind turbine/solar panels at a scale of 1:50/1:100                                                                                                                                                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| For solar panels, section through roof at scale of 1:20                                                                                                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>For equipment attached to a wall:</b>                                                                                                                                                                                   |                                     |                                     |
| Existing elevations at a scale of 1:50/1:100                                                                                                                                                                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Proposed elevations at a scale of 1:50/1:100                                                                                                                                                                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>NEW VEHICULAR ACCESS AND ALTERATIONS TO EXISTING</b>                                                                                                                                                                    |                                     |                                     |
| 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. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>BOUNDARY WALLS, GATES, FENCES</b>                                                                                                                                                                                       |                                     |                                     |
| Site Plan showing existing and proposed position of wall/gate/fence in red at 1:200/1:500                                                                                                                                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Elevation of wall/fence at 1:50/1:200 ( 2 elevations or more required for corner sites)                                                                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

## 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](http://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:  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. Description of Proposed Works

Please describe the proposed works:

GROUND FLOOR LOUNGE EXTENSION WITH INTERNAL ALTERATIONS.

### 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: **42** House suffix:

House name:

Address 1: **GOLF LINKS ROAD,**

Address 2: **FELPHAM,**

Address 3:

Town: **BOGNOR REGIS,**

County: **W/SX,**

Postcode (optional): **PO22 8EX.**

### 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:

**Miss K Rawlins**

Reference:

**FP/62/12**

Date (DD MM YYYY):

(must be pre-application submission)

Details of the pre-application advice received:

**Previous submission refused.**

### 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

## 10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

|                                             | Existing<br>(where applicable)     | Proposed    | Not<br>applicable                   | Don't<br>Know            |
|---------------------------------------------|------------------------------------|-------------|-------------------------------------|--------------------------|
| Walls                                       | FACE BRICKWORK<br>CAVITY WALL.     | [AS EXTER.] | <input type="checkbox"/>            | <input type="checkbox"/> |
| Roof                                        | CONC. TILED.                       | "           | <input type="checkbox"/>            | <input type="checkbox"/> |
| Windows                                     | U.P.V.C DOUBLE<br>GLAZED. [WHITE.] | "           | <input type="checkbox"/>            | <input type="checkbox"/> |
| Doors                                       | "                                  | "           | <input type="checkbox"/>            | <input type="checkbox"/> |
| Boundary treatments<br>(e.g. fences, walls) |                                    |             | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Vehicle access and<br>halt standing         |                                    |             | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Lighting                                    |                                    |             | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Others<br>(please specify)                  |                                    |             | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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:

DRWG N° 4672 / 1<sup>B</sup>, 2<sup>A</sup>, 3<sup>A</sup>, 4<sup>A</sup>, 5<sup>A</sup> + 6<sup>A</sup>

## 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 (ow

which the

Signed - A

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I certify/ T

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

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:

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Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

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On the following date (which must not be earlier than 21 days before the date of the application):

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Signed - Applicant:

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Or signed - Agent:

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Date (DD/MM/YYYY)

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## 12. Agricultural Land Declaration

### AGRICULTURAL LAND DECLARATION

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12  
Agricultural Land Declaration - You Must Complete Either A or B

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Signed - Applicant:

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Or signed - Agent:

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Date (DD/MM/YYYY)

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## 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 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 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 the completed, dated Ownership Certificate (A, B, C or D - as applicable):



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 the completed, dated Article 12 Certificate (Agricultural Holdings):



#### 14. Declaration

I/We hereby apply for planning permission/consent as described by class 6

[Redacted area]

#### 17. 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: