



**ARUN**  
DISTRICT COUNCIL

**ARUN DISTRICT COUNCIL**

|     |    |    |    |
|-----|----|----|----|
| No. | FP | 31 | 08 |
|-----|----|----|----|

Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex  
BN17 5LF  
Tel: 01903 737756

[www.arun.gov.uk](http://www.arun.gov.uk)

Received

**Householder Application for Planning Permission for works or extension to a dwelling.  
Town and Country Planning Act 1990**

**Publication of planning applications on council websites**

Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.

If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the council's website, please contact the council'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 |              | 2. Agent Name and Address |  |
|-------------------------------|--------------|---------------------------|--|
| Title:                        | Mrs          | Title:                    |  |
| First name:                   | ANN          | First name:               |  |
| Last name:                    | FEARON       | Last name:                |  |
| Company (optional):           |              | Company (optional):       |  |
| Unit:                         |              | Unit:                     |  |
| House number:                 | 21           | House number:             |  |
| House suffix:                 |              | House suffix:             |  |
| House name:                   | CEDARCROFT   | House name:               |  |
| Address 1:                    | BURLEY ROAD  | Address 1:                |  |
| Address 2:                    | FELPHAM      | Address 2:                |  |
| Address 3:                    |              | Address 3:                |  |
| Town:                         | BOGNOR REGIS | Town:                     |  |
| County:                       | WEST SUSSEX  | County:                   |  |
| Country:                      | U.K.         | Country:                  |  |
| Postcode:                     | PO22 7NF     | Postcode:                 |  |

**3. Description of Proposed Works**

Please describe the proposed works:

EXTENSION TO GABLE END AND ALTERATION TO ROOF LINE  
AT REAR OF PROPERTY.

**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:

21

House

suffix:

House  
name:

CEDARCROFT

Address 1:

BURLY ROAD

Address 2:

FELPHAM

Address 3:

Town:

BOGNOR REGIS

County:

WEST SUSSEX

Postcode  
(optional):

PO22 7NF

**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☒ NoOn the proposals require any diversions,  
extinguishments and/or creation of public  
rights of way?☐ Yes☒ NoIf 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 ☒ NoIf 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:

Reference:

Date (DD MM YYYY):

(must be pre-application submission)

Details of the pre-application advice received:

**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☒ NoIf 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☒ NoIf 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. Council Employee / Member**Is the applicant or agent related to any member of staff or elected  
member of the council?☐ Yes☒ No

If Yes, please provide details:

## 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            | Drawing<br>references if<br>applicable |
|---------------------------------------------|--------------------------------|-----------------|-------------------------------------|--------------------------|----------------------------------------|
| Walls                                       | Brick                          | Brick to match. | <input type="checkbox"/>            | <input type="checkbox"/> |                                        |
| Roof                                        | TILES                          | TILES TO MATCH  | <input type="checkbox"/>            | <input type="checkbox"/> |                                        |
| Windows                                     | VELUX WINDOWS                  | VELUX WINDOWS,  | <input type="checkbox"/>            | <input type="checkbox"/> |                                        |
| Doors                                       |                                |                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                        |
| Boundary treatments<br>(e.g. fences, walls) |                                |                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                        |
| Vehicle access and<br>hard-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:

LOCATION / SITE PLAN 1/3  
 SIDE / REAR ELEVATION 2/3  
 FRONT ELEVATION / PLAN 3/3

## 11. 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**

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):

11/2/08

**CERTIFICATE OF OWNERSHIP - CERTIFICATE B****Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7**

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 |
|---------------|---------|--------------------|
|               |         |                    |
|               |         |                    |
|               |         |                    |
|               |         |                    |
|               |         |                    |
|               |         |                    |

N/A

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 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 |
|---------------|---------|--------------------|
|               |         |                    |
|               |         |                    |
|               |         |                    |
|               |         |                    |
|               |         |                    |
|               |         |                    |

N/A

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. 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 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):

|  |
|--|
|  |
|--|

**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) None of the land to which the application relates is, or is part of, an agricultural holding.

Signed - Applicant:

|  |
|--|
|  |
|--|

Or signed - Agent:

|     |
|-----|
| N/A |
|-----|

Date (DD/MM/YYYY):

|  |
|--|
|  |
|--|

B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

| Name of Tenant | Address | Date Notice Served |
|----------------|---------|--------------------|
|                |         |                    |
|                |         |                    |
|                |         |                    |
|                |         |                    |
|                |         |                    |
|                |         |                    |

Signed - Applicant:

|  |
|--|
|  |
|--|

Or signed - Agent:

|  |
|--|
|  |
|--|

Date (DD/MM/YYYY):

|  |
|--|
|  |
|--|

**12. 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.

3 copies of a completed and dated application form:



3 copies of a design and access statement where proposed works fall within one of the following designated areas:



The correct fee:



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:



- National Park
- Site of special scientific interest
- Conservation area
- Area of outstanding natural beauty
- World Heritage Site
- The Broads

3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings):



3 copies of other plans and drawings or information necessary to describe the subject of the application:



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

**13. Declaration**

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information.

Signed - Applicant:

|  |
|--|
|  |
|--|

Or signed - Agent:

|  |
|--|
|  |
|--|

Date (DD/MM/YYYY):

|         |
|---------|
| 11/2/08 |
|---------|

(date cannot be pre-application)

