



If you would rather make this application online, you can do so on our website:
<https://www.planningportal.co.uk/apply>

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

Privacy Notice
This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and 'The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)'.
Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.
On receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of their obligations in regards to the processing of your application. Please refer to their website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.
Local Planning Authority details:



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

Publication on Local Planning Authority websites
Information provided on this form and in supporting documents may be published on the authority's planning register and website.
Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require further clarification, please contact the authority directly.
Printed, please complete using block capitals and black ink.
It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

Applicant Name and Address

1. Applicant Name and Address

Title:

First name:

SIMON

Last name:

HOWELL

Company (optional):

Postcode:

House number:

59

House suffix:

House name:

Address 1:

MINTON ROAD

Address 2:

Address 3:

Town:

FELPHAM

County:

WEST SUSSEX

Country:

Postcode:

PO22 7JX

2. Agent Name and Address

2. Agent Name and Address

Title:

First name:

DAVID

Last name:

WILSON

Company (optional):

Unit:

House number:

8

House suffix:

House name:

Address 1:

YORK ROAD

Address 2:

Address 3:

Town:

WORTHING

County:

WEST SUSSEX

Country:

Postcode:

BN11 3EN

Description of Proposed Works

Please describe the proposed works:

FORMATION OF A GROUND FLOOR EXTENSION TO PROVIDE WET ROOM/WC FOR A DISABLED LADY FOLLOWING SURGICAL PROCEDURES.

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)

Site Address Details

Please provide the full postal address of the application site.

Site:

House number: 59

House suffix:

Postcode:

Address 1:

MINTON ROAD

Address 2:

Address 3:

Town:

FELPHAM

County:

WEST SUSSEX

Postcode (optional):

PO22 7JX

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):

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:

DUTY OFFICER - PLANNING

Reference:

Date (DD MM YYYY):

15/03/21

(must be pre-application submission)

Details of the pre-application advice received:

HOUSEHOLDER PLANNING APPLICATION REQUIRED

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.

Parking

I the proposed works affect existing car parking arrangements?

Yes

✓

No

es, please describe:

Authority Employee / Member

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.

any of the following statements apply to you and/or agent?

Yes

✓

No

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

es, please provide details of their name, role and how you are related to them.

Materials

pplicable, 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
alls	RENDERED MASONRY	RENDERED MASONRY		
oof	PLAIN CLAY TILES	PLAIN CLAY TILES		
indows	UPVC FRAME	UPVC FRAME		
oors			✓	
oundary treatments (e.g. fences, walls)			✓	

3. Materials

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

Vehicle access and parking			☐	☐
Lighting			☐	☐
Others (please specify)			☐	☐

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?
 ☒ Yes
 ☐ No

Yes, please state references for the plan(s)/drawing(s)/design and access statement:

Ref. N^{os} SH/21/01 - AS EXISTING FLOOR PLAN & ELEVATIONS 1:100
 102 - AS PROPOSED FLOOR PLAN & ELEVATIONS 1:100
 103 - FLOOR PLAN & SECTIONS A-A & B-B 1:50 1:500 + 1:1250

Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

rtify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the ner* 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 art of, an agricultural holding**

TE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the ollication relates but the land 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.

igned - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

29/03/21

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

ertify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day days before the date of this application, was the owner" and/or agricultural tenant** of any part of the land or building to which this ollication relates.

owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.
agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner / Agricultural Tenant	Address	Date Notice Served

igned - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

Ownership Certificates and Agricultural Land Declaration (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

rtify/ 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* and/or agricultural tenants** of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

wner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

gricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

steps taken were:

Name of Owner / Agricultural Tenant	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):

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

rtify/ 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* and/or agricultural tenant** of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

wner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

gricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

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):

2. 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 a Local Planning Authority (LPA) 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: TO BE PAID BY APPLICANT.
☒ 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) and Article 14 Certificate (Agricultural Holdings):
☒ The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application:		

National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. As may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

3. Declaration

I/we hereby apply for planning permission/consent as described in this form 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.

Signed - Applicant:	Signed - Agent:	Date (DD/MM/YYYY):
		29/03/21 (date cannot be pre-application)

4. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension number:
Country code:	Mobile number (optional):	
Country code:	Fax number (optional):	
Email address (optional):		

15. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:
01903	386763	
Country code:	Mobile number (optional):	
Country code:	Fax number (optional):	
Email address (optional):		
dj.w@live.co.uk		

6. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? ☒ Yes ☐ No

When 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)

Other has been selected, please provide:

Contact name:	Telephone number:
Email address:	