Arun District Council
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 (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: 3

Suffix:

Property Name: Cortez House

Address Line 1: Courtlands Way

Address Line 2:

Address Line 3: West Sussex

Town/city: Felpham

Postcode: PO22 6AW

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

Easting (x): 496381

Northing (y): 100699

Description:

Applicant Details

Name/Company

Title

Mr and Mrs

First name

Matt

Surname

Champion

Company Name

Address

Address line 1

Cortez House

Address line 2

3 Courtlands Way

Address line 3

Town/City

Felpham

Country

Postcode

PO22 6AW

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

Mrs

First name

Emma

Surname

Pinder

Company Name

Emma Pinder Architects Ltd

Address

Address line 1

2 Oak Tree Lane

Address line 2

Woodgate

Address line 3

Town/City

CHICHESTER

Country

undefined

Postcode

PO20 3GU

Contact Details

[redacted]

Fax number

[redacted]

Description of Proposed Works

Please describe the proposed works

Replacement of existing conservatory glazed roof with solid tiled roof. Replacement of existing conservatory windows/doors with single window and infill walls. Replacement of 2 no. existing rear windows with sliding doors.

Has the work already been started without consent?

- ○ Yes
- ◉ No

Materials

Does the proposed development require any materials to be used externally?

- ◉ Yes
- ○ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:
Roof

Existing materials and finishes:
Glazed conservatory roof

Proposed materials and finishes:
Plain tiles to match existing

Type:
Walls

Existing materials and finishes:
Facing brickwork walls including dwarf walls below windows.

Proposed materials and finishes:
Facing brickwork to match existing

Type:
Windows

Existing materials and finishes:
Woodgrain effect windows with diamond leaded lights

Proposed materials and finishes:
Woodgrain effect window to match existing without diamond leaded lights and Velux or equivalent rooflights.

Type:
Doors

Existing materials and finishes:
Woodgrain effect doors

Proposed materials and finishes:
Woodgrain effect uPVC, timber or aluminium sliding doors

Type:
Other

Other (please specify):
Rainwater goods

Existing materials and finishes:
Terracotta coloured uPVC gutter and square downpipe to conservatory and black uPVC half round gutters and circular downpipes to rest of house.

Proposed materials and finishes:
Black uPVC half round gutters and circular downpipes to match existing.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- [x] Yes
- [ ] No

If Yes, please state references for the plans, drawings and/or design and access statement

0059-LOC Location Plan
0059-BLK Existing and Proposed Block Plans
0059-01B Existing Plans
0059-02A Existing Elevations
0059-03B Proposed Plans
0059-04B Proposed Elevations

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

- ○ Yes
- ⊘ No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

- ○ Yes
- ⊘ No

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, extinguishment and/or creation of public rights of way?

- ○ Yes
- ⊘ No

Parking

Will the proposed works affect existing car parking arrangements?

- ○ Yes
- ⊘ No

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

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

⊘ Yes
◯ No

Is any of the land to which the application relates part of an Agricultural Holding?

◯ Yes
⊘ No

Certificate Of Ownership - Certificate A

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* 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 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.**

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

◯ The Applicant
⊘ The Agent

Title

Mrs

First Name

Emma

Surname

Pinder

Declaration Date

20/05/2022

☑ Declaration made

Declaration

I / We hereby apply for Householder planning permission as described in this form and 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 options of the persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available 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

Emma Pinder

Date

20/05/2022