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; Listed Building Consent for alterations, extension or demolition of a listed building

Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation Areas 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

Suffix

Property Name

Atherington House

Address Line 1

Ford Lane

Address Line 2

Address Line 3

West Sussex

Town/city

Ford

Postcode

BN18 0DE

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

Easting (x)

499684

Northing (y)

103655

Description

Applicant Details

Name/Company

Title

Ms

First name

Harriet

Surname

Ellis

Company Name

Address

Address line 1

Atherington House

Address line 2

Ford Lane

Address line 3

Town/City

Ford

County

West Sussex

Country

UK

Postcode

BN18 0DE

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

First name

Alexander

Surname

Hall

Company Name

Douglas Briggs Partnership

Address

Address line 1

Douglas Briggs Partnership

Address line 2

Flint Barns, Ham farm,

Address line 3

Main Road

Town/City

Chichester

County

West Sussex

Country

United Kingdom

Postcode

PO18 8EH

Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Description of Proposed Works

Please describe the proposed works

Alterations and Extension including the replacement of glasshouse joinery

Has the work already been started without consent?

- ○ Yes
- ☑ No

Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

- ○ Don't know
- ○ Grade I
- ○ Grade II*
- ☑ Grade II

Is it an ecclesiastical building?

- ○ Don't know
- ○ Yes
- ☑ No

Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

- ○ Yes
- ☑ No

Demolition of Listed Building

Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

- (x) Yes
- ( ) No

If Yes, which of the following does the proposal involve?

a) Total demolition of the listed building

- ( ) Yes
- (x) No

b) Demolition of a building within the curtilage of the listed building

- ( ) Yes
- (x) No

c) Demolition of a part of the listed building

- (x) Yes
- ( ) No

If the answer to c) is Yes

What is the total volume of the listed building?

532.00	Cubic metres

What is the volume of the part to be demolished?

33.00	Cubic metres

What was the date (approximately) of the erection of the part to be removed?

Month

January

Year

1994

(Date must be pre-application submission)

Please provide a brief description of the building or part of the building you are proposing to demolish

See attached Listed Building Assessment and Planning Design and Access Statement

Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

See attached Listed Building Assessment and Planning Design and Access Statement

Listed Building Alterations

Do the proposed works include alterations to a listed building?

- (x) Yes
- ( ) No

If Yes, do the proposed works include

a) works to the interior of the building?

- (✓) Yes
- ( ) No

b) works to the exterior of the building?

- (✓) Yes
- ( ) No

c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?

- (✓) Yes
- ( ) No

d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?

- (✓) Yes
- ( ) No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed. Also include the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

See attached Listed Building Assessment and Planning Design and Access Statement, structural appraisal and application drawings

Materials

Does the proposed development require any materials to be used?

- (✓) Yes
- ( ) No

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

Type:
External walls

Existing materials and finishes:
Brick Vertical clay tile hanging

Proposed materials and finishes:
Brick to match existing Vertical clay tile hanging Knapped flints reused

Type:
Roof covering

Existing materials and finishes:
Plain Clay tiles Felt covered flat roofs Glazed conservatory roof

Proposed materials and finishes:
Plain Clay tiles Zinc sheet roofing (quartz grey finish)

Type:
Windows

Existing materials and finishes:
modern aluminium sliding sash windows UPVC

Proposed materials and finishes:
Timber (accoya) traditional sliding sash windows Timber (accoya) casement windows

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

See Application Drawings, Materials and Finishes Schedule and Planning, Design and Access Statement

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

- ( ) Yes
- (x) No

Is a new or altered pedestrian access proposed to or from the public highway?

- ( ) Yes
- (x) No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

- ( ) Yes
- (x) No

Parking

Will the proposed works affect existing car parking arrangements?

- ( ) Yes
- (x) No

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
- (x) No

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

- ( ) Yes
- (x) No

Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

- [x] It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

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 & Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

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

Can you give appropriate notice to **all** the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

- [x] Yes
- [ ] No

Certificate Of Ownership - Certificate B

I certify/ The applicant certifies that:

- [x] **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* and/or agricultural tenant** of any part of the land or building to which this application relates; or**
- [ ] **The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.**

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

Owner/Agricultural Tenant

Name of Owner/Agricultural Tenant:
***** REDACTED ******

House name:
The Lodge

Number:

Suffix:

Address line 1:
Ford Lane

Address Line 2:

Town/City:
Ford

Postcode:
BN18 0DE

Date notice served (DD/MM/YYYY):
31/08/2025

Person Role

- [x] The Applicant
- [ ] The Agent

Title

Ms

First Name

Harriet

Surname

Ellis

Declaration Date

07/09/2025

- [x] Declaration made

Declaration

I/We hereby apply for Householder planning & listed building consent as described in the questions answered, details provided, 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.
I/We also accept that, in accordance with the Planning Portal's terms and conditions:
- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published 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

- Douglas Briggs Partnership

Date

09/09/2025