

Householder Application for Planning Permission for works or extension to a dwelling and listed building consent.

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

**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.

**1. Site Address**

|                |                   |
|----------------|-------------------|
| Number         | 36                |
| Suffix         |                   |
| Property name  | Second Floor Flat |
| Address line 1 | South Terrace     |
| Address line 2 |                   |
| Address line 3 |                   |
| Town/city      | Littlehampton     |
| Postcode       | BN17 5NU          |

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

|              |        |
|--------------|--------|
| Easting (x)  | 503431 |
| Northing (y) | 101535 |

Description

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

**2. Applicant Details**

|                |                          |
|----------------|--------------------------|
| Title          | Dr                       |
| First name     | Leonie Kay               |
| Surname        | de Vries                 |
| Company name   |                          |
| Address line 1 | Flat 3, 36 South Terrace |
| Address line 2 | Littlehampton            |
| Address line 3 | West Sussex              |

2. Applicant Details

Town/city

Littlehampton

Country

UK

Postcode

BN17 5NU

Are you an agent acting on behalf of the applicant? ☐ Yes ☒ No

Primary number

Secondary number

Fax number

Email address

3. Agent Details

No Agent details were submitted for this application

4. Description of Proposed Works

Please describe the proposed works:

Replace fire escape at rear of building. Replacement will be same as existing structure but with minor changes to enhance safety. The vertical struts will be slightly closer together. It will have a slightly shallower descent and will come to ground-level at a point level with the adjacent fire escape at number 37. Finish to be black as currently.

Has the work already been started without consent? ☐ Yes ☒ No

5. 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

6. Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building? ☐ Yes ☒ No

7. Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building? ☐ Yes ☒ No

8. Listed Building Alterations

Do the proposed works include alterations to a listed building? ☐ 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

## 8. Listed Building Alterations

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 all uploaded documents.

## 9. 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**

Please add materials by using the dropdown list to select the type, clicking 'Add' and entering all the details in the popup box

| Type                               | Existing materials and finishes     | Proposed materials and finishes                                     |
|------------------------------------|-------------------------------------|---------------------------------------------------------------------|
| Other Replaced outside fire escape | Currently cast iron and black paint | Replacement with galvanised steel - with powder coated black finish |

Are you submitting additional information on submitted plans, drawings or a design and access statement? ☐ Yes ☐ No

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

Please see all uploaded documents:  
Block Plan of Site; Community Infrastructure Levy Notice; Copy of Fire Escape Survey/Structural Report; Design and Access Statement; Heritage Statement; Location Plan; Ownership Certificate and Certificate of Lawfulness; Photos of Fire escape; Planning Notice; Site and Other Plans

## 10. 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

## 11. Parking

Will the proposed works affect existing car parking arrangements? ☐ Yes ☐ No

## 12. 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

Will any trees or hedges need to be removed or pruned in order to carry out your proposal? ☐ Yes ☐ No

## 13. 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

## 14. 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):**

**Officer name:**

|            |       |
|------------|-------|
| Title      |       |
| First name | Lisa  |
| Surname    | Coney |
| Reference  |       |

Date (Must be pre-application submission)

03/11/2021

Details of the pre-application advice received

Advised to apply for planning consent through the Planning Application Portal.  
Discussion re the building not having planning consent to be converted to flats - as far as could be found on the Council records.  
Informed Council that we had a 'Certificate of Lawfulness for existing use as a flat' obtained at date of purchase of the flat - 8th November 2000. Documents uploaded on Portal.  
Advised that Listed Building consent would also be required. Discussion with Martin White was held on 4th November 2021. Confirmed that Listed Building consent was required.

## 15. 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.

☒ Yes ☐ No

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?

## 16. Ownership Certificates and Agricultural Land Declaration

**CERTIFICATE OF OWNERSHIP - CERTIFICATE B - Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990**

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\* 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

## 16. Ownership Certificates and Agricultural Land Declaration

|                                   |                     |
|-----------------------------------|---------------------|
| Name of Owner/Agricultural Tenant | Bruce Waeland       |
| Number                            |                     |
| Suffix                            |                     |
| House Name                        | Flat A Ground Floor |
| Address line 1                    | 36 South Terrace    |
| Address line 2                    |                     |
| Town/city                         | Littlehampton       |
| Postcode                          | BN17 5NU            |
| Date notice served (DD/MM/YYYY)   | 14/01/2022          |

|                                   |                    |
|-----------------------------------|--------------------|
| Name of Owner/Agricultural Tenant | Andy Brown         |
| Number                            |                    |
| Suffix                            |                    |
| House Name                        | Flat B First Floor |
| Address line 1                    | 36 South Terrace   |
| Address line 2                    |                    |
| Town/city                         | Littlehampton      |
| Postcode                          | BN17 5NU           |
| Date notice served (DD/MM/YYYY)   | 14/01/2022         |

|                                   |                                           |
|-----------------------------------|-------------------------------------------|
| Name of Owner/Agricultural Tenant | Oyster Estates UK Ltd (Property Managers) |
| Number                            |                                           |
| Suffix                            |                                           |
| House Name                        | Unit 3                                    |
| Address line 1                    | Flansham Business Centre                  |
| Address line 2                    | Hoe Lane Flansham                         |
| Town/city                         | Bognor Regis                              |
| Postcode                          | PO22 8NJ                                  |
| Date notice served (DD/MM/YYYY)   | 14/01/2022                                |

Person role

☒ The applicant

☐ The agent

## 16. Ownership Certificates and Agricultural Land Declaration

|                  |            |
|------------------|------------|
| Title            | Dr         |
| First name       | Leonie Kay |
| Surname          | de Vries   |
| Declaration date | 20/01/2022 |

☒ Declaration made

## 17. 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. ☒

|                                  |            |
|----------------------------------|------------|
| Date (cannot be pre-application) | 20/01/2022 |
|----------------------------------|------------|