

WA162109

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

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

Title: **MR. & DY.** First name: **K. & C.**

Last name: **MATTHEWS**

Company (optional):

Unit: House number: House suffix:

House name: **LITTLE SOL COTTAGE**

Address 1: **THE GREEN**

Address 2:

Address 3:

Town: **WALBERTON**

County:

Country:

Postcode: **BN18 0AT**

2. Agent Name and Address.

Title: **MR.** First name: **R.E.**

Last name: **OSBORNE**

Company (optional): **BUILDING CONSULTANT**

Unit: House number: House suffix:

House name: **THE RETREAT**

Address 1: **SOUTHOWER WAY**

Address 2: **HUNSTON**

Address 3:

Town: **CHICHESTER**

County:

Country:

Postcode: **PO20 1NY**

3. Description of Proposed Works

Please describe the proposed works:

**ALTERATIONS TO EXTG. ANNEXE & CONSTRUCTION
OF NEW GLAZED LINK TO COTTAGE**

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: House suffix:

House name: **AS 1 ABOVE**

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: Northing:

Description:

5. 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 as possible: ☐

Officer name:

BRIAN BANNISTER

Reference: **PRELIMINARY SKETCHES.**

SITE VISIT & PHONE CONVERSATIONS

Date (DD/MM/YYYY):
(must be pre-application submission)

JUNE '09

Details of pre-application advice received?

& BEFORE

**WIDE-RANGING DISCUSSION
OF PROJECT, NO OBJECTION,
DETAILING IMPORTANT
ESPEC. LINK.**

6. 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)

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 ☒ No

If Yes, please mark their position on a scaled

plan and state the reference number of any plan(s)/drawing(s):

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.

8. Materials

Please provide a description of existing and proposed materials and finishes to be used in the building (demolition excluded):

	Existing (where applicable)	Proposed	Not applicable	Don't Know
External walls	PLEASE REFER TO PLANS, DESIGN & ACCESS STATEMENT & HERITAGE STATEMENT		☐	☐
Roof covering			☐	☐
Chimney			☐	☐
Windows			☐	☐
External doors			☐	☐
Ceilings			☐	☐
Internal walls			☐	☐
Floors			☐	☐
Internal doors			☐	☐
Rainwater goods			☐	☐
Boundary treatments (e.g. fences, walls)			☐	☐
Vehicle access and hard standing			☐	☐
Lighting			☐	☐
Others (add description)			☐	☐

Are you supplying additional information on submitted drawings or plans?

☒ Yes

☐ No

If Yes, please state plan(s)/drawing(s) references:

DECS. NOS. 1679/1 - 3 INCL. & DECS. NOS. 1679/S/1, 2 & 3 INCL.
DESIGN & ACCESS STATEMENT, HERITAGE STATEMENT,
COVERING LETTER

9. Demolition

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

☒ Yes ☐ No

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

a) Total demolition of the listed building: ☐ Yes ☒ No

b) Demolition of a building within the curtilage of the listed building: ☐ Yes ☒ No

c) Demolition of a part of the listed building: ☒ Yes ☐ No

If the answer to c) is Yes:

i) What is the total volume of the listed building?(cubic metres)	
ii) What is the volume of the part to be demolished?(cubic metres)	NO CHANGE
iii) What was the (approximate) date of the erection of the part to be removed? (MM/YYYY) (date must be pre-application submission)	20 th C.

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

SEE PLANS & STATEMENTS.

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

SUB-STANDARD, NON-HISTORICAL ARCHITECTURAL ELEMENTS

10. Listed Building Alterations

Do the proposed works include alterations to a listed building?

☒ Yes ☐ No

If Yes, do the proposed works include: (you must answer each of the questions)

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, photographs sufficient to identify the location, extent and character of the items to be removed, and the proposal for their replacement, including any new means of structural support and state references for the plan(s)/drawing(s):

SEE PLANS & STATEMENT

11. Listed Building Grading

Please state the grading (if known) of the building in the list of Buildings of Special Architectural or Historic interest? (Note: only one box must be ticked)

Grade I ☐ Ecclesiastical Grade I ☐

Grade II* ☐ Ecclesiastical Grade II* ☐

Grade II ☒ Ecclesiastical Grade II ☐

Don't know ☐

12. Immunity From Listing

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

☐ Yes ☒ No ☐ Don't know

If Yes, please provide the result of the application:

13. Parking

Will the proposed works affect existing car parking arrangements?

☐ Yes ☒ No

If Yes, please describe:

14. Authority Employee / Member

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

Do any of these statements apply to you?
☐ Yes ☒ No

If yes please provide details of the name, relationship and role

15. Ownership 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

Certificate under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

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:

Date (DD/MM/YYYY):

13.08.09

Certificate under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 & 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 (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

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Certificate under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

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

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):

15. Ownership Certificates (continued)**CERTIFICATE OF OWNERSHIP - CERTIFICATE D**

Certificate under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

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:

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Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

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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):

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16. Agricultural Holdings**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 agricultural land.

Signed - Applicant:

--

Date (DD/MM/YYYY):

05.10.09

(B) I have/ The applicant has given the requisite notice to the applicant who, on the day 21 days before the date of this application, was a tenant of the land to which this application relates, as listed below:

Name of Tenant	Address	Date Notice Served

Signed - Applicant:

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Or signed - Agent:

--

Date (DD/MM/YYYY):

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17. 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.

The original and 3 copies of a completed and dated application form: ☒

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

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

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

The correct fee: ☒

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

The original and 3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings): ☒

18. Declaration

I/we hereby apply for planning permission/consent information.

Signed - Applicant:

accompanying plans/drawings and additional

Date (DD/MM/YYYY):

05.10.09

(date cannot be pre-application)

19. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: National number: Extension number:

Country code: Fax number (optional):

Email address (optional):

19. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: National number: Extension number:

Country code: Fax number (optional):

Email address (optional):

21. 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? (Please select only one)

☐ Agent

☒ Applicant

☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

Telephone number:

Email address:

R. E. OSBORNE

Building Consultant

Est. 1976

The Retreat
Southover Way
Hunston
Chichester PO20 1NY

Survey

Consultation

Planning and
Design

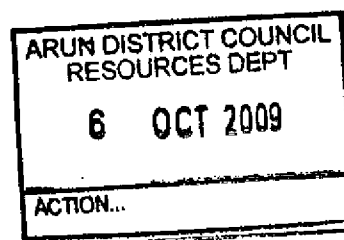
Drawings



Brian Bannister Conservation Officer
Arun District Council
Civic Centre
Maltravers Road
Littlehampton BN17 5LF

5th October 2009

Dear Mr. Bannister,



**RE: ALTERATIONS TO ANNEXE AND CONSTRUCTION OF NEW GLAZED
LINK TO MAIN COTTAGE
LITTLE BOX COTTAGE, THE GREEN, WALBERTON BN18 0AT**

I have pleasure in enclosing the documentation seeking listed building consent for the above project together with similar documentation in respect of planning permission.

You will recall that you originally met my clients on site to discuss the proposals for which you were generally supportive. Since then, in consultation with Peter Willmott of Archibald Shaw, I have been engaged in developing the proposals.

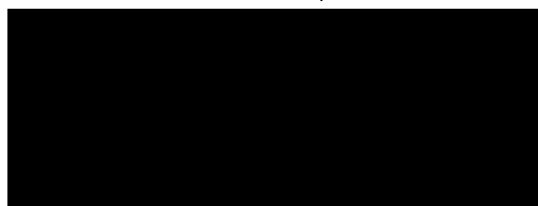
I sent preliminary sketches with photographs and an explanatory letter to you on 2nd June last seeking your comments. We spoke by telephone on the 8th June, following your deliberations in respect of the proposals.

I was pleased to note that you had no objections to the proposals or the nature of our intended detailing, although you did have some modest concerns about the link. You were keen to see more glazing in the walls of the link and hence I am drawing your attention to this specific point. We looked again at the link glazing and have introduced more, in fact we have introduced as much glazing as is practicable. We feel that the revised proposals now present as much of a visual break between the two buildings as possible and hopefully you will agree.

The remainder of the scheme has changed little from those early preliminary sketches.

We are very grateful for your input in developing the scheme.

Yours sincerely,



Cc. Clare and Ken Matthews, Peter Willmott

ARUN DISTRICT COUNCIL				
No.	WA	62	09	
Received				