



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

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x)

Northing (y)

Description

Applicant Details

Name/Company

Title

Mr

First name

Robert

Surname

Gill

Company Name

Address

Address line 1

North Barn

Address line 2

Hoe Lane

Address line 3

Town/City

Flansham

County

Country

Postcode

PO22 8NT

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

[REDACTED]

Secondary number

Fax number

Email address

[REDACTED]

Description of Proposed Works

Please describe the proposed works

Retrospective planning consent for a front porch to approved scheme Y/22/21/PL

Has the work already been started without consent?

☒ Yes

☐ No

If Yes, please state when the development or work was started (date must be pre-application submission)

16/07/2024

Has the work already been completed without consent?

☒ Yes

☐ No

If Yes, please state when the development or work was completed (date must be pre-application submission)

27/03/2026

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:

Walls

Existing materials and finishes:

Brick, stone and flint with lime mortar.

Proposed materials and finishes:

Brick, stone and flint with lime mortar.

Type:

Roof

Existing materials and finishes:

Natural slate.

Proposed materials and finishes:

Natural slate.

Type:

Doors

Existing materials and finishes:

Oak framed.

Proposed materials and finishes:

Oak framed.

Are you supplying 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

ADM drawings 1835/various.

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

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:

☒ 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

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

Mr

First Name

Simon

Surname

Davis

Reference

email correspondence.

Date (must be pre-application submission)

03/01/2024

Details of the pre-application advice received

Good afternoon Simon and Happy New Year to you.

The project at North Barn in Flansham is progressing well and being built to an extremely high standard. The applicant has decided that they would like to introduce a small porch to the property, which I can fully appreciate.

The main reason being to avoid the issue of just one door separating the open plan area of the interior being exposed to the external weather whenever the front door is opened. The porch will be carefully built to the same high standard as the barn conversion and extension.

I note Condition 19 of the original approval (Y/22/21/PL) stipulates that planning consent must be obtained for any form of extension, including a porch. I wondered if this could be achieved via a S-73 application? If so, do I base the S-73 application on the original approval (Y/22/21/PL) or the recent NMA approval (Y/82/23/NMA)?

I have attached some preliminary drawings which illustrate the proposed porch. We need to add all the external lights and nesting opportunity boxes etc to these drawings in accordance with all those recently approved under the various DOC approvals. The proposed porch will not influence any of the recent DOC approvals.

Thank you and best wishes,

Michael Bish RIBA

REPLY FROM MR SIMON DAVIS

Dear Michael,

Thanks for your email.

The rule on S73's is that they cannot alter the description of the original development. The original description referred to one single storey extension on the north elevation. The addition of a porch would result in two extensions and would thus in our view conflict with the original description. Therefore, your client's options would be (a) re-apply for the whole development or (b) complete the build and then apply for a porch through a householder application. Our preference would be (b) but if you wish to do (a) then you would need to ensure that the new application is accompanied by all the details approved so far through the discharge of planning conditions. Otherwise, such conditions may have to be re-imposed.

Kind Regards

Simon J Davis MRTPI

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

Mr

First Name

Robert

Surname

Gill

Declaration Date

04/05/2026

☒ Declaration made

Declaration

I/We hereby apply for Householder planning permission 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

MICHAEL BISH

Date

04/05/2026