



ADUR & WORTHING COUNCILS

Planning Application Guidance Note



Extensions, Conservatories, Garages and other Garden Buildings

Notes for guidance for householders when submitting a planning application for the construction of an extension, conservatory, garage or other garden outbuilding.

Applications can be made electronically through the Planning Portal <https://www.planningportal.co.uk/apply> You can also download paper copies of the form to fill out by hand <https://www.adur-worthing.gov.uk/planning/applications/submit-fees-forms/#app-by-post> and email to [planning @adur-worthing.gov.uk](mailto:planning@adur-worthing.gov.uk) or post to the address at the end of this guidance.

This information sheet is to assist you in submitting your application. It sets out the details of plans and information to be submitted in connection with your application. If however you would prefer a pre-application meeting, please see our website for further information <https://www.adur-worthing.gov.uk/planning/applications/do-i-need-permission/>

You will need to provide the following:-

1. The fully completed Householder Application Form.

NOTES ON CERTIFICATE OF OWNERSHIP (part 11 of the application form)

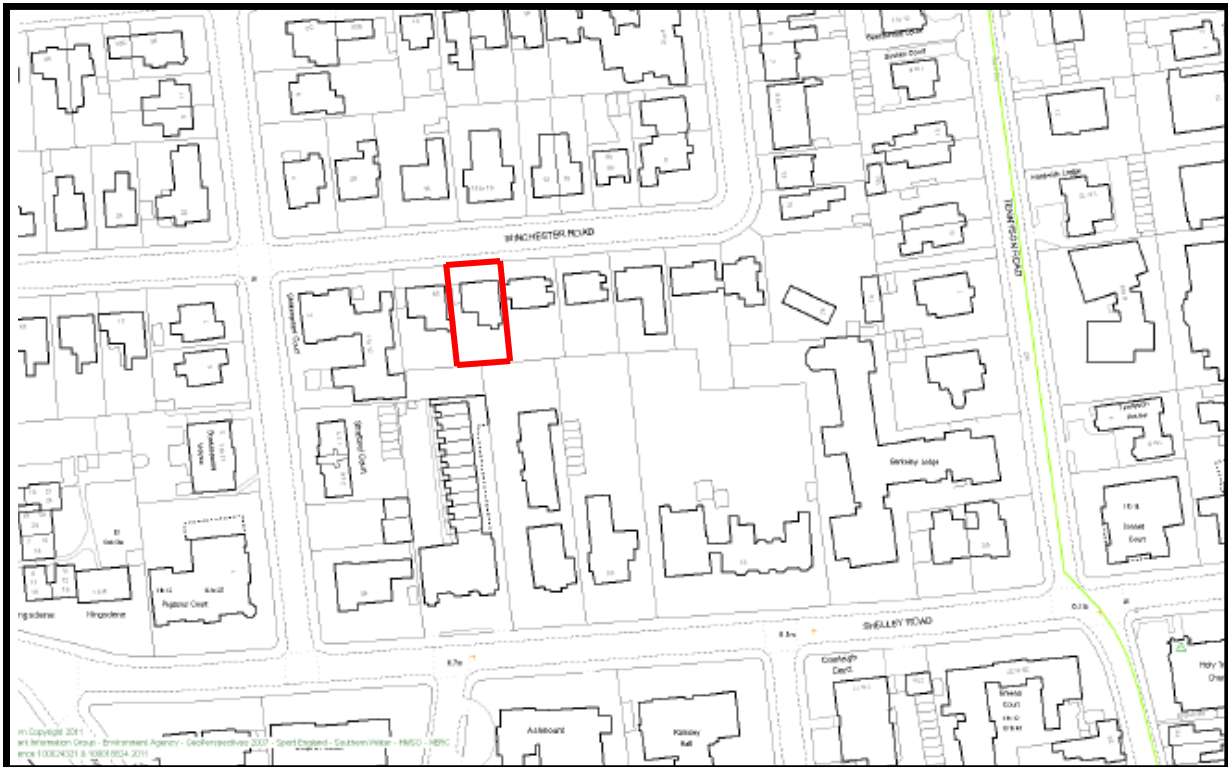
Certificate 'A' is applicable if the applicant is the ONLY owner of ALL of the land to which the application relates. Certificate 'A' is included in the Householder Application Form.

Certificate 'B' is applicable if the applicant is NOT the owner of all of the land to which the application relates and requires a formal NOTICE to be served on the other OWNERS of the land. Certificate 'B' is included in the Householder Application Form.

The appropriate form for the NOTICE is available from the Planning Section or on line on the Council's Website Homepage. www.adur-worthing.gov.uk/planning-forms

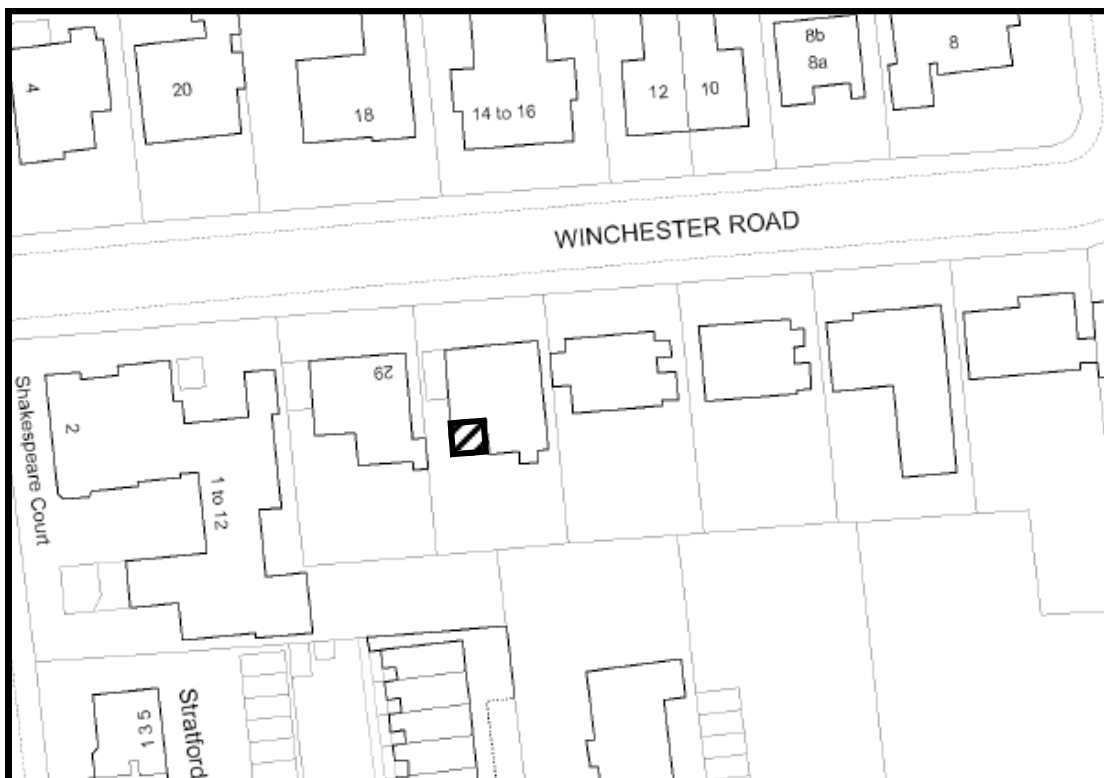
The appropriate Certificate must be completed together with the Agricultural Holdings Certificate.

2. A site location plan to a scale of 1:1250 with the curtilage (boundary) of the site edged in RED. Example below.



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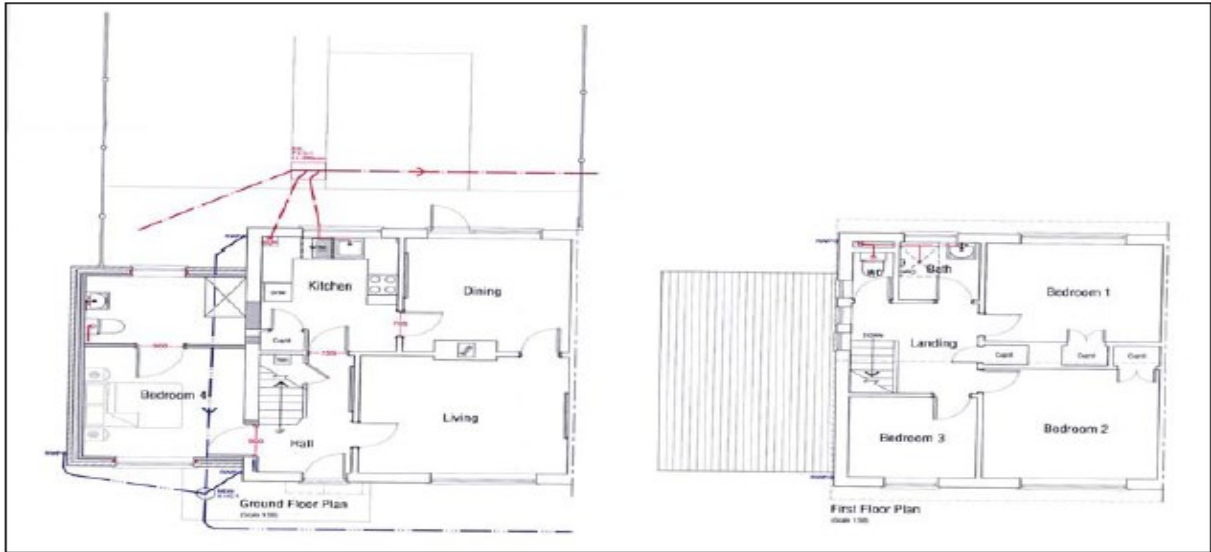
3. A block plan to a scale of 1:200 or 1:500 showing the location of the extension, garage or outbuilding.



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You can buy copies of these plans at a number of different places, details of which are in the 'Other useful contacts' box at the end of this guidance.

4. Existing and proposed floor plans a scale of 1:50 or 1:100.



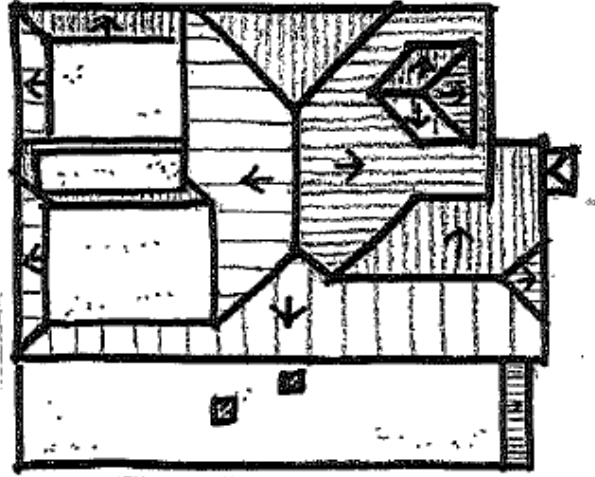
5. Existing and proposed elevations to a scale of 1:100 or 1:50



6. Existing and proposed site sections showing finished floor and site levels (1:50 or 1:100) if the site is not level or the proposed extension seeks to alter existing finished floor or site levels.



7. Existing and proposed roof plan if the proposed development is attached or changes the existing roof structure, at a scale of 1:200 or 1:100).



Alternatively, for less complicated proposals you can include the roof plan on the 1:500 or 1:200 block plan as shown on the block plan example in part 3 of this guidance.

You may also submit manufacturers' brochures for conservatories and garages and Photographs to illustrate your project BUT THESE ARE NO SUBSTITUTE FOR SCALED DRAWINGS.

8. Most applications will require a fee. You can calculate the fee for your application on the Planning Portal https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7
Payments can be made by cheque or by phoning the Planning Section on 01903 221065 Monday to Friday between 10am and 4 pm to pay by debit or credit card. Cheques should be made payable to:
Adur District Council (for applications that relate to properties in Adur) or
Worthing Borough Council (for applications which relate to Worthing) or

Please note: All plans must be drawn to metric measurements.

Please send your completed application to Adur and Worthing Councils,
Development Management, Portland House, 44 Richmond Road, Worthing, West Sussex,
BN11 1HS, or via e-mail: planning@adur-worthing.gov.uk

If the application is not satisfactorily completed it may be returned for amendment or further information causing delay in the consideration of your proposal.

Should you required further clarification or additional information, please e-mail:
planning@adur-worthing.gov.uk

Other useful contacts:

Ordnance Survey

<https://www.ordnancesurvey.co.uk/blog/2011/07/how-to-get-maps-for-a-planning-application/>

Buying 1:1250 Site Location Plans and 1:500 / 1:200 Block Plans:

The Planning Portal

<https://www.planningportal.co.uk/buyplans>

Ordnance Survey– OS Partners and outlets

<https://www.ordnancesurvey.co.uk/resources/planning-application-maps.html>

Locating a professional:

Royal Institute of British Architects

<https://www.architecture.com>

Royal Institute of Chartered Surveyors

<https://www.rics.org/uk/>

Institute of Highway Engineers

<https://www.theihe.org>

British Institute of Landscape Industries

<https://www.bali.org.uk>

024 7669 0333 or email contact@bali.org.uk

Federation of Master Builders

<https://www.fmb.org.uk/find-a-builder/>

Checktrade

<https://www.checktrade.com>