

Planning Application Guidance Note



Replacement Windows

Notes for guidance for householders when submitting a planning application for replacement windows.

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. A Full Planning Permission Application Form.

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

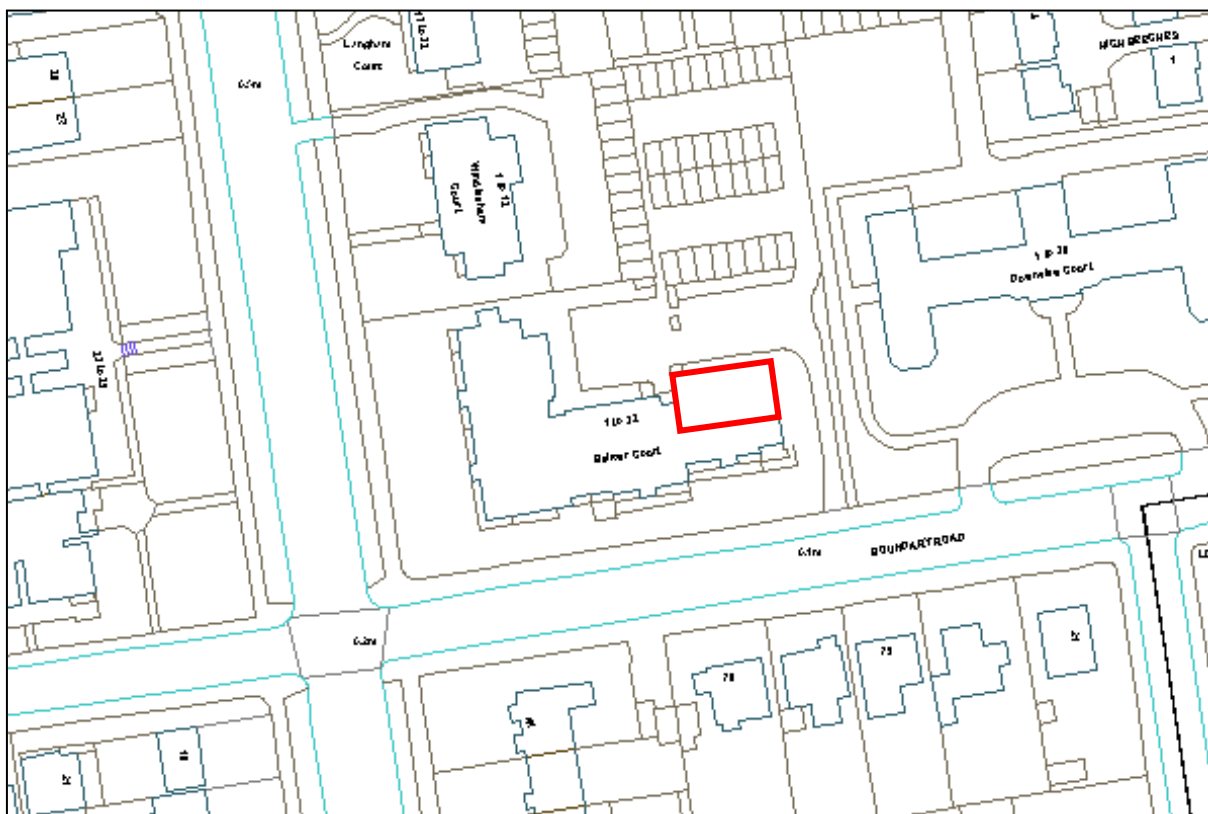
Certificate 'A' is applicable if the applicant is the ONLY owner of ALL of the land to which the application relates. Certificate 'A' is included in the Full Application Form.

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 Full 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

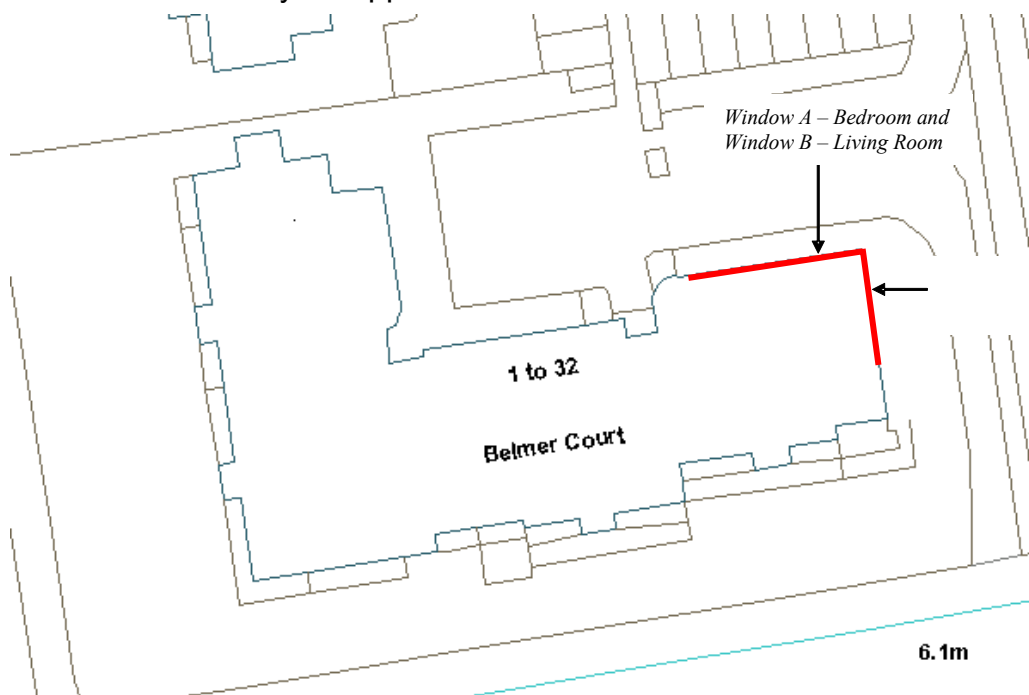
The appropriate Certificate must be completed together with the Agricultural Holdings Certificate (usually included with Certificate A).

2. An Ordnance Survey 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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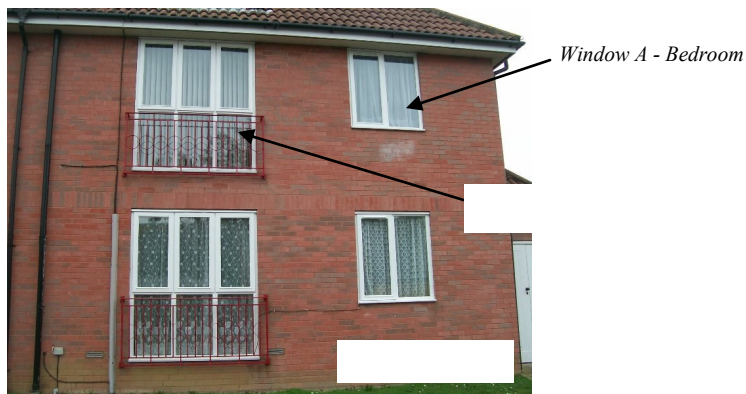
3. A block plan to a scale of 1:200 or 1:500 showing the sides of the building containing the windows to which your application relates.



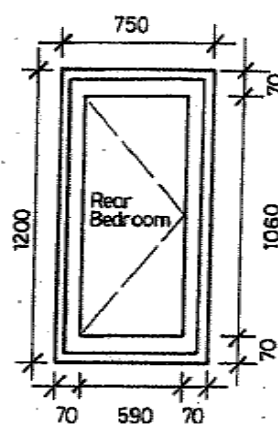
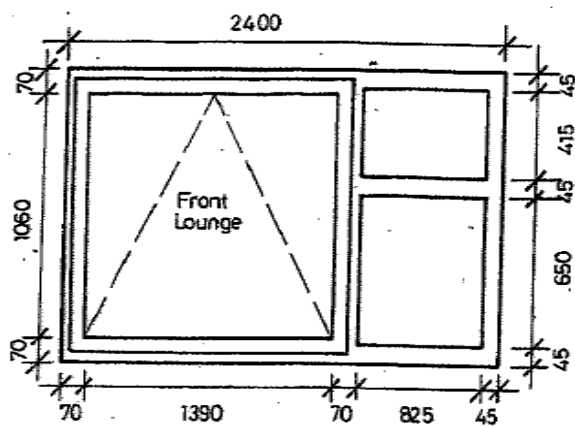
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You can buy copies of these plans at a number of different places, details of which are in the 'Other useful contacts' box at the end of this guidance.

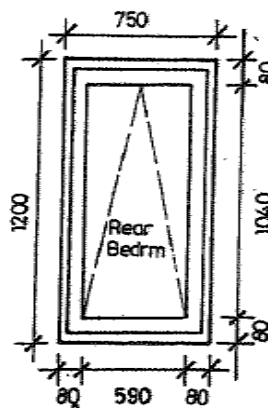
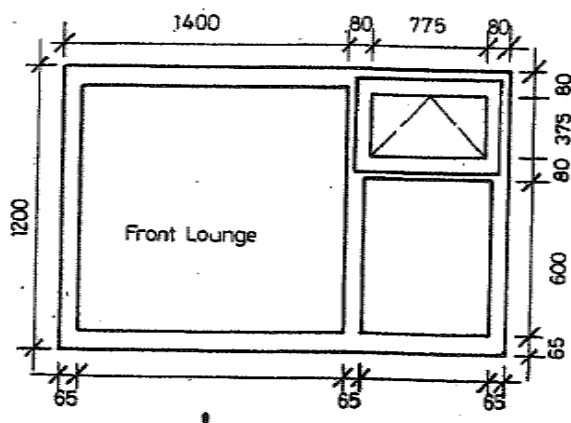
4. Good quality photographs of the elevations of the building with all of the windows relevant to the application highlighted and marked to identify the room served by the window. For example - living room, bedroom or kitchen. These should correspond with detailed drawings of the existing and proposed windows. Please see part 5 below.



5. Detailed drawings at a scale of 1:20 or 1:10 of each of the existing and proposed windows relevant to the application. Precise measurements in millimetres should be provided for the existing AND proposed windows as illustrated below. The type of materials, and colour, method of opening, for example, side-opening casement, top-hung fanlight, vertical sliding sash. The type of glazing (clear or obscured), should also be clearly identified for the existing and proposed windows.

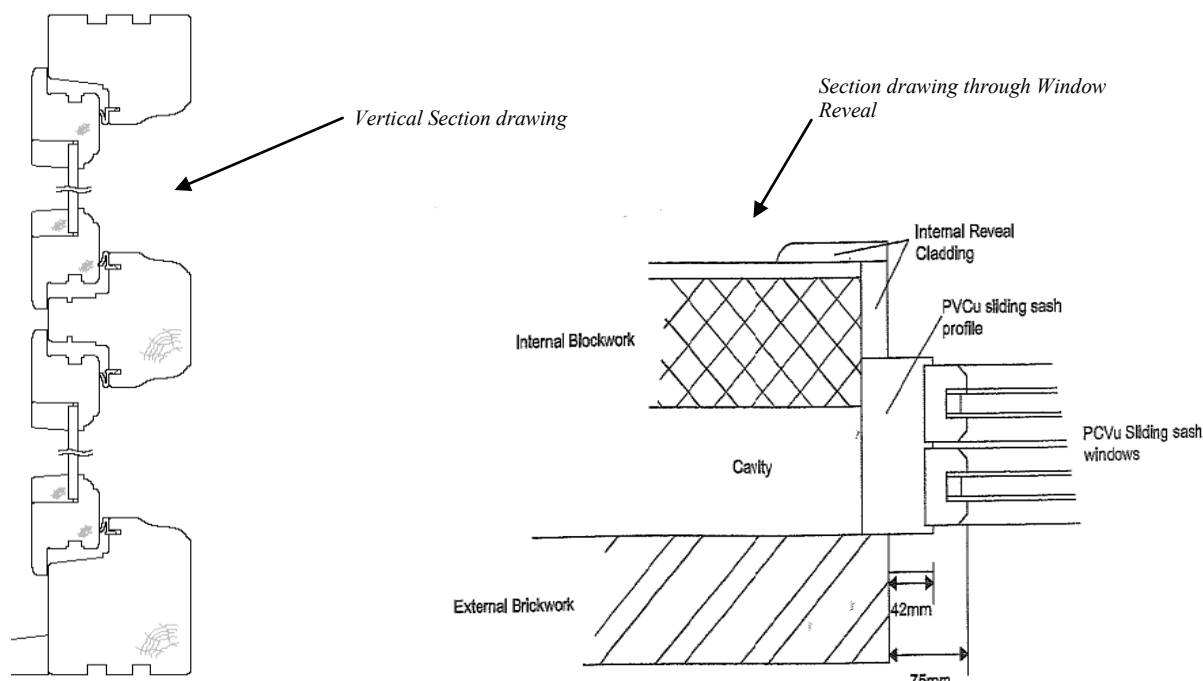


Example of existing windows



Example of proposed windows

6. In some instances, for example, applications relating to Listed Buildings, Local Interest Buildings or character buildings in Conservation Areas, it will be necessary to provide more detailed information, including a detailed section drawing or section of the profile (1:5 or 1:2) through the existing and proposed window. You can obtain advice on whether more detailed section drawings will be needed for your application by contacting Planning Services at planning@adur-worthing.gov.uk



7. If your application relates to a Listed Building or a building in a Conservation Area it will be necessary to include a **Design and Access Statement/Heritage Statement** as part of the application submission. For further information on how to submit a Design and Access Statement/Heritage Statement the Design Council documents '*Design and Access Statements - How to write, read and use them*' gives useful advice and shows how to submit a Statement in the standard format. You can download a copy at: <https://www.designcouncil.org.uk/sites/default/files/asset/document/design-and-access-statements.pdf> If a Listed Building, then an application for Listed Building Consent is also required.
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 4pm 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)

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 require further clarification or additional information, please email:
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:-

FENSA

<https://www.fensa.co.uk>

Royal Institute of British Architects

<https://www.architecture.com>

Royal Institute of Chartered Surveyors

<https://www.rics.org>

Federation of Master Builders

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

Checktrade

<https://www.checktrade.com>