

# Planning Application Guidance Note



Gate, Fence, Wall or Other means of Enclosure

## **Notes for guidance for householders when submitting a planning application for the erection, or construction, of a gate, fence, wall or other means of enclosure.**

Applications can be made electronically through the Planning Portal or by sending it by e-mail to the Council's Website Homepage at [planning@adur-worthing.gov.uk](mailto:planning@adur-worthing.gov.uk) You can also download paper copies of the form to fill out by hand.

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 feel free to call on 01903 221065 to discuss the matter.

### **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)

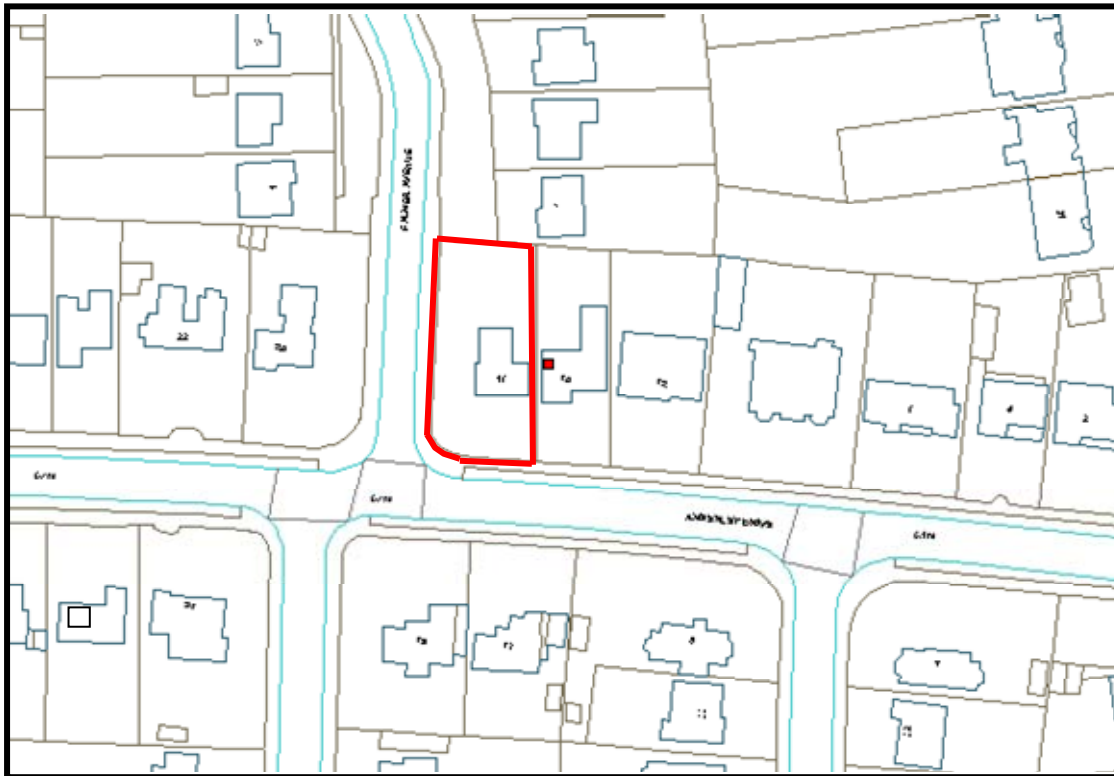
**Certificate 'A'** is applicable if the applicant is the ONLY owner of ALL of the land to which the application relates. Certificate 'A' is included in the Householder Application Form.

**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](http://www.adur-worthing.gov.uk/planning-forms)

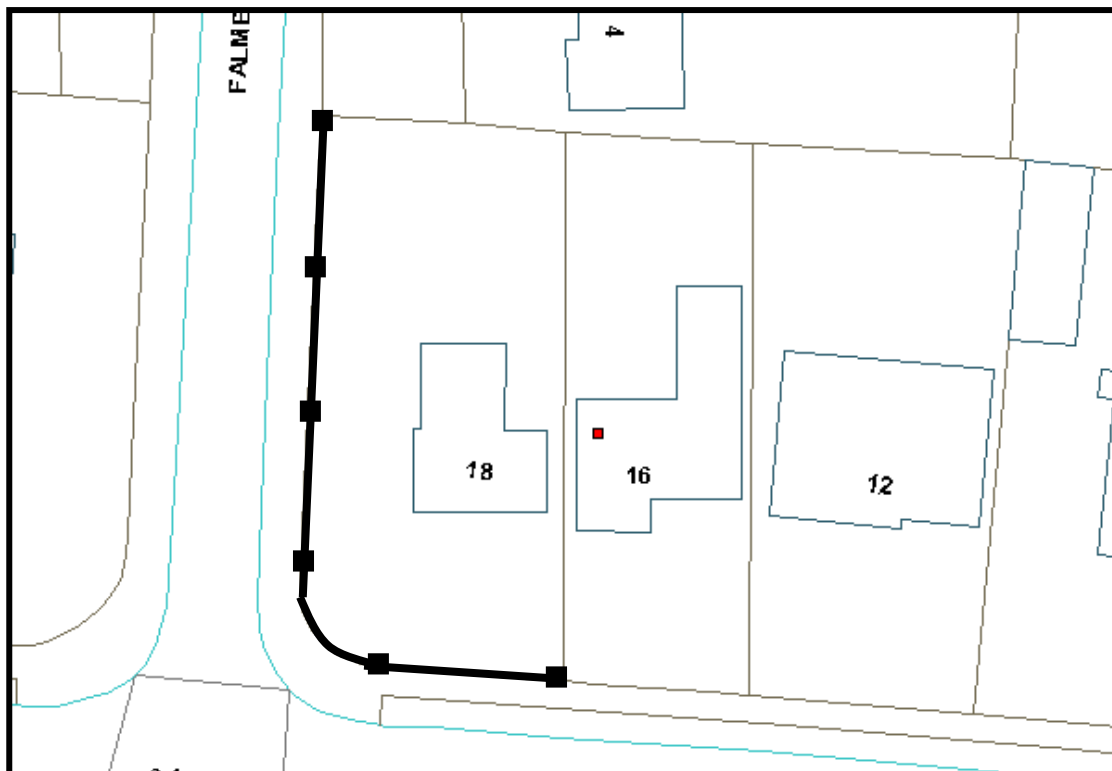
The appropriate Certificate must be completed together with the Agricultural Holdings Certificate.

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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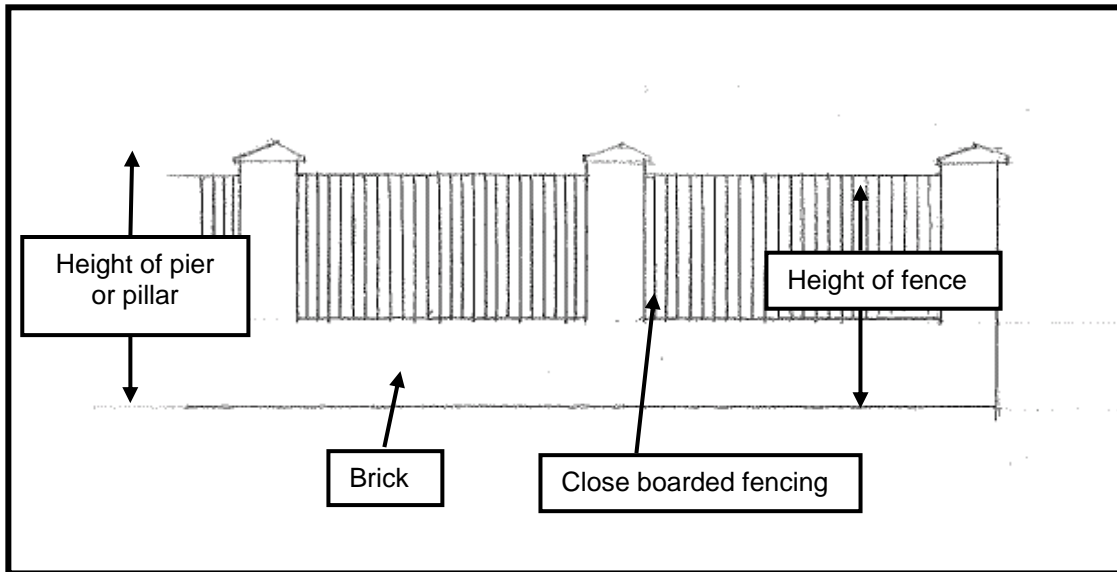
3. A block plan to a scale of 1:200 or 1:500 showing the location of the fence or wall. Example below.



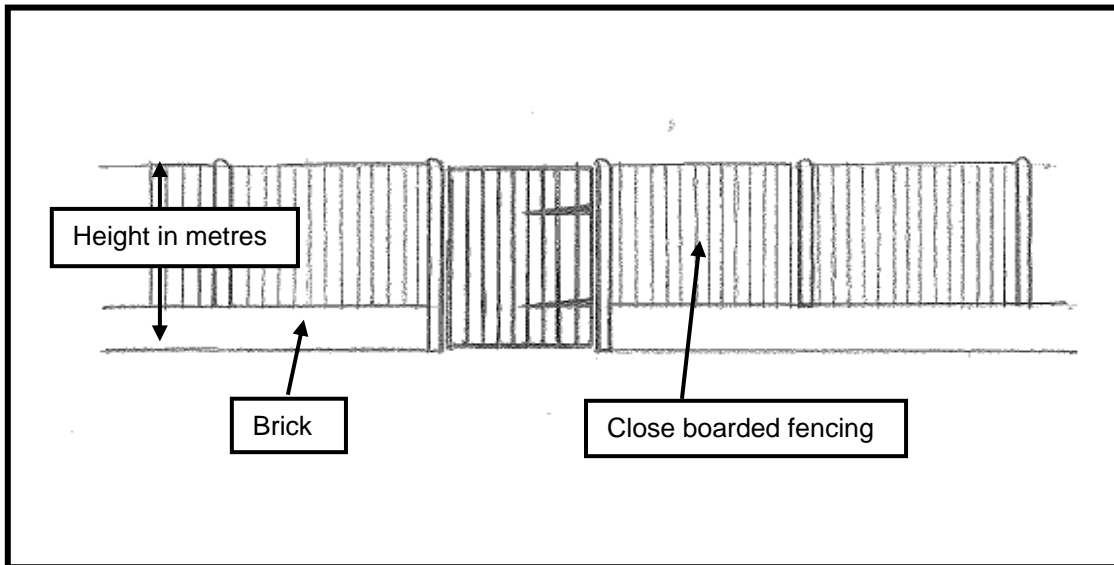
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You can buy copies of these plans at a number of different places, details of which are in the 'Useful other numbers' box at the end of this guidance.

4. An elevation plan to a scale of 1:50 to show detail of the fence or gate providing dimensions from ground level (in metric) materials. As shown in the examples below.



Scale 1:50



Scale 1:50

5. Most applications will require a fee. You can calculate the fee for your application on the Planning Portal [www.planningportal.gov.uk/planning/usefultools#FeeCalculator](http://www.planningportal.gov.uk/planning/usefultools#FeeCalculator)
- Payments can be made by cheque or by phoning the Planning Section 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,  
Planning Services, Regeneration and Wellbeing, Portland House, 44 Richmond Road,  
Worthing, West Sussex, BN11 1HS or via e-mail: [planning@adur-worthing.gov.uk](mailto: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 do not hesitate to contact a Planning Technician on 01903 221353, 01903 221391  
Or via e-mail: [planning@adur-worthing.gov.uk](mailto:planning@adur-worthing.gov.uk)

***Other useful numbers:-***

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

***The Planning Portal***

[www.planningportal.gov.uk/planningportal/SiteLocationPlansVendors.jsp](http://www.planningportal.gov.uk/planningportal/SiteLocationPlansVendors.jsp)

***Ordnance Survey*** for you nearest data centre

[www.ordnancesurvey.co.uk/oswebsite/support/mapping-and-data-centres/find-your-nearest.html](http://www.ordnancesurvey.co.uk/oswebsite/support/mapping-and-data-centres/find-your-nearest.html)

Locating a professional:-

***Royal Institute of British Architects***

[www.architecture.com](http://www.architecture.com)

***Royal Institute of Chartered Surveyors***

[www.rics.org](http://www.rics.org)

***British Institute of Landscape Industries***

[www.bali.org.uk](http://www.bali.org.uk)

024 7669 0333 or email [contact@bali.org.uk](mailto:contact@bali.org.uk)

***Federation of Master Builders***

[www.fmb.org.uk/fab](http://www.fmb.org.uk/fab)

***Checktrade***

[www.checktrade.com](http://www.checktrade.com)



**Planning, Regeneration & Wellbeing**

Portland House, 44 Richmond Road, Worthing, BN11 1HS

Telephone: 01903 221065. Fax: 01903 221072. Email [planning@adur-worthing.gov.uk](mailto:planning@adur-worthing.gov.uk)