

## Planning Application Guidance Note



Vehicular Access

## **Notes for guidance for householders when submitting a planning application for vehicular accesses and hardstandings.**

For single dwelling houses, vehicular accesses to roads classified A, B and C will require an application for planning permission as will impermeable hardstandings which do not meet the criteria for 'permitted development'. Advice on whether a hardstanding will require planning permission can be found at the Planning Portal at [www.planningportal.gov.uk/house](http://www.planningportal.gov.uk/house) Advice on which roads are classified A, B and C can be obtained from West Sussex County Council as the Highway Authority (Tel:- 01243 642105).

Planning applications can be made electronically through the Planning Portal [www.planningportal.gov.uk/planning/](http://www.planningportal.gov.uk/planning/) 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.

### **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.

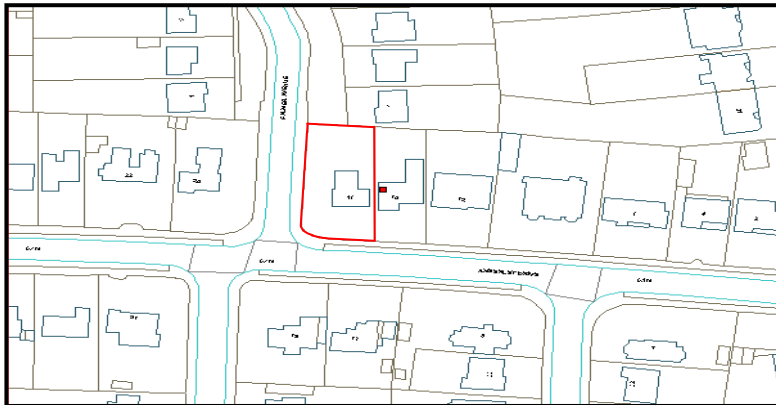
Certificate 'B' is applicable if the applicant is NOT the owner of all of the land to which the application relates and a formal NOTICE must be served on the OWNERS of the land. Certificate 'B' is included in the Householder Application Form.

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 Holding Certificate.

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



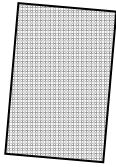
© Crown copyright. All rights reserved. Licence 100024321 & 100018824. 2013.

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.

3. A copy of a layout plan to a scale of 1:100 or 1:200 showing the extent of the proposed works in relation to site boundaries and the highway and should include features within the site. This should show the exact position and dimensions of the vehicular access and hardstanding (or parking space), the materials to be used, the direction of the flow of surface water run-off, and planting and landscaping.



© Crown copyright. All rights reserved. Licence 100024321 & 100018824. 2013.



**Hardstanding** - Identify the type of surface material to be used for the hardstanding. Permeable materials such as most block paving may not require planning permission. Further guidance on types of appropriate surface material can be found here:-

[www.communities.gov.uk/documents/planningandbuilding/pdf/pavingfrontgardens.pdf](http://www.communities.gov.uk/documents/planningandbuilding/pdf/pavingfrontgardens.pdf)



**Direction of Surface Water Run-off** – You should ensure the hardstanding is designed so that surface water is directed to a garden or planted area, or a trapped gully and soakaway within the curtilage of the property.



**Dropped Kerb** – Normally a single car vehicular access should be no wider than 3.0 metres. Irrespective of the need for planning permission the separate consent of West Sussex County Council as the Highway Authority will be required: [www.westsussex.gov.uk/leisure/getting\\_around\\_west\\_sussex/roads\\_and\\_pathways/maintenance\\_of\\_roads\\_and/pavements.aspx#Droppedkerbsorcrossovers](http://www.westsussex.gov.uk/leisure/getting_around_west_sussex/roads_and_pathways/maintenance_of_roads_and/pavements.aspx#Droppedkerbsorcrossovers)



**Pedestrian Visibility Splays** – Drivers of vehicles leaving the site should have adequate visibility of pedestrians on the footway. Normally an area 2 metres x 2 metres within the site should be retained free of obstructions over 60 cm in height.

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

Please send your completed application to Adur and Worthing Councils, Planning 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)

- Most applications will require a fee. You can calculate the fee on 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 4 pm to pay by debit or credit card. Cheques should be made payable to Worthing Borough Council (for applications which relate to Worthing) or Adur District Council (for applications that relate to properties in Adur)

Please ensure that your application is fully completed and you have provided the necessary plans and fee. If the application is not satisfactorily completed or drawings are omitted it will be returned to you for amendment or further information causing delay in the consideration of your application.

Should you require further clarification or additional information, please do not hesitate to telephone:- 01903 221354 or 01903 221391  
or email [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)

To obtain a Highways Licence for the work:

***West Sussex County Council Highways***

Local Area office 01243 642105

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)

***Institute of Highway Engineers***

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



**Planning, Regeneration & Wellbeing**

Portland House, 44 Richmond Road, West Sussex, BN11 1HS

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