



For office use only

Ref Number.....
 Date received.....
 Meeting Y/N.....Fee £
 Date of meeting.....
 Target Date.....

Request for Householder Pre-application Advice

For more information, please visit www.southdowns.gov.uk/planning/pre-application

We aim to provide a response within **20 working days** from receipt of a valid request.

1. Applicant

Name: William Fry

Email (preferred method of contact)

Address

Merriton, Milland Lane, Milland, West Sussex,

Postcode: GU30 7JP

Telephone:

2. Agent (if appropriate)

Name:

Email (preferred method of contact)

Address

Postcode:

Telephone:

3. Location of site

(if different from box 1 above)

Full address of site

Clarks, Huntsbottom Lane, Liss, Hampshire

Postcode GU33 7EU

Ownership

The applicant is the (please tick)

Owner Occupier

Lessee Prospective purchaser

4. Site accessibility*

Is the entire site accessible?

Yes No

*The Officer may conduct an unaccompanied site visit and will only contact you if he/she cannot gain access and an appointment needs to be made.

5. Meeting request*

Would you like a meeting?

Yes* No

*(Please note a fee will be payable prior to this meeting. Please see website for charging schedule).

6. Description of the proposed development

a) The building consists of an original 18th Century core with a later 1980s extension which contains a small habitable room and a large garage downstairs, with a bedroom upstairs. In regards to this 1980s extension we are proposing to open up the downstairs space to create one habitable area and replace the external garage door with a traditional sash window. The style of window and all visible materials used will be in keeping with the original 18th Century core.

b) Within the 18th Century Core of the property an original wall had previously been removed to create a larger sitting room, we are proposing to reinstate this wall to create two separate small rooms as per the original design of the property.

c) Internally, within the original 18th Century core of the building, the stair banister on the

first floor is extremely low even by old standards, sitting at a height of 60cm. Given we have a young family this is deemed as unsafe and not fit for purpose. We are proposing to replace this bannister with a more suitable alternative that will be higher and protect from falling down the stairs. Although the replacement will be higher and stronger we will to recreate the style of the original to ensure that it remains in keeping with the property.

d) To the front of the extended section of the property there is a small 1980s retaining wall that runs parallel to the original 18th Century garden wall. We are proposing to remove the small 1980s wall to create a larger drive way area and to further reveal the original 18th Century wall.

Please note for awareness and to aid in preparing pre-planning advice, this property is grade 2 listed.

7. Supporting information

I also attach one copy of the following information: (please tick as appropriate)

To consider your proposal we require as a minimum.

- A site location plan, which includes an indication of where the proposed development will be sited. Please include details of all site boundaries, neighbours and adjacent roads shown.

We also advise that you also submit the following as the quality of the advice we can give depends on the quality of the information we receive.

- Existing drawings – site layout plan, floor plans and elevations
- Proposed drawings – site layout plan, floor plans and all elevations
- Photographs of the existing site and buildings are also useful

Please note:

- This list is not comprehensive and you may be asked for additional information.
- The SDNPA operate a transparent service, whereby pre-application details and responses, although not actively publicised will be placed on the online planning register. This is unless the applicant gives reasons why the enquiry is commercially sensitive.
- We are unable to return any plans that are submitted.

Appropriate fee (if meeting requested)

Amount paid £

8. Declaration

I/we the undersigned, confirm that I/we are seeking pre-application advice on the proposed development described in the attached documentation.

Please note:

Any advice given represents the officers' informal opinion based upon the information you have provided. It is given without prejudice to any decision the SDNPA may make on any subsequent formal planning application. A planning application will be the subject of publicity and consultation in accordance with the SDNPA's procedures. These, and other matters which may subsequently come to light, may result in additional issues being raised that are pertinent to the determination of the application.

Name (please print) William Fry

On behalf of

Date 21/01/21

Please email/send the completed form and supporting information directly to:

- the SDNPA for sites within Arun, Brighton & Hove, Eastbourne or Wealden within the National Park,
- or the relevant partner Local Authority – Adur and Worthing, Chichester, East Hants, Horsham, Lewes, Mid-Sussex or Winchester for sites within these Authorities within the National Park.