



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: Mr and Mrs F Kinchin

Email: [Redacted]

Address: North Lodge, Park Lane,
Upper Swanmore, Southampton

Postcode: SO32 2QQ

Telephone:

2. Agent (if appropriate)

Name: N & J Design Ltd (Nik Keatley)

Email: [Redacted]

Address: 7 Hedley Gardens, Hedge
End, Southampton

Postcode: SO30 2WT

Telephone: [Redacted]

3. Location of site

(if different from box 1 above)

Full address of site

Postcode

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

Raising of roofline to south projection, two storey extension to south elevation, raising of flat roof height to existing single storey element, together with alterations to fenestration.

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 **£48.00**

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) **Nik Keatley (N & J Design Ltd)**

On behalf of **Mr and Mrs F Kinchin**

Date 22.11.21

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.