Planning Services, Adur & Worthing Councils

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

Tel : 01903 221065
websites : www.adur.gov.uk or www.worthing.gov.uk
e-mail : planning@adur-worthing.gov.uk

Application for a Non-Material Amendment Following a Grant of Planning Permission

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number: 20

Suffix:

Property Name: Focus House

Address Line 1: Ham Road

Address Line 2:

Address Line 3: West Sussex

Town/city: Shoreham-by-sea

Postcode: BN43 6PA

Description of site location must be completed if postcode is not known:

Easting (x): 522084

Northing (y): 105228

Description:

Applicant Details

Name/Company

Title

Ms

First name

Fiona

Surname

Day

Company Name

Adur & Worthing Council

Address

Address line 1

The Shoreham Centre,

Address line 2

Pond Road,

Address line 3

Town/City

Shoreham-by-Sea

County

West Sussex

Country

United Kingdom

Postcode

BN43 5WU

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

Contact Details

Primary number

***** REDACTED ******

Secondary number

***** REDACTED ******

Fax number

Email address

***** REDACTED ******

Agent Details

Name/Company

Title

Mr

First name

Rich

Surname

Brown

Company Name

HNW

Address

Address line 1

61

Address line 2

North Street

Address line 3

Town/City

Chichester

County

Country

Postcode

PO19 1BN

Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Eligibility

Does the applicant have an interest in the part of the land to which this amendment relates?

- [x] Yes
- [ ] No

If the applicant is not the sole owner, has notification under Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) been given?

- [ ] Yes
- [ ] No
- [x] Not applicable

Description of Your Proposal

Please provide the description of the approved development as shown on the decision letter

ERECTION OF FOUR STOREY OFFICE DEVELOPMENT (USE CLASS B1) WITH ASSOCIATED CAR PARKING AND LANDSCAPING

Reference number

AWDM/1282/17

Date of decision

22/08/2017

What was the original application type?

Full planning permission

For the purpose of calculating fees, which of the following best describes the original development type?

- [ ] **Householder development:** Development to an existing dwelling-house or development within its curtilage
- [x] **Other:** Anything not covered by the above category

Non-Material Amendment(s) Sought

Please describe the non-material amendment(s) you are seeking to make

Recladding / repair works to brick slip faced walls to closely match approved, existing building.

Please state why you wish to make this amendment

To gain formal approval for recladding repair works

Are you intending to substitute amended plans or drawings?

◯ Yes
⊘ No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

⊘ Yes
◯ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

⊘ The agent
◯ The applicant
◯ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

⊘ Yes
◯ No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED ******

First Name

***** REDACTED ******

Surname

***** REDACTED ******

Reference

Date (must be pre-application submission)

28/01/2025

Details of the pre-application advice received

Brick slip samples reviewed and system replacement agreed in principle. Final samples to be approved by condition

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- [x] Yes
- [ ] No

If yes, please provide details of their name, role, and how they are related:

***** REDACTED ******

Declaration

I/We hereby apply for Non-Material Amendment as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.
I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.
I/We also accept that, in accordance with the Planning Portal's terms and conditions:
- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

- [x] I / We agree to the outlined declaration

Signed

Rich Brown

Date

03/03/2025