ADUR DISTRICT COUNCIL

TOWN AND COUNTRY PLANNING ACT, 1990

APPLICATION FOR PLANNING PERMISSION

4 copies of this form required, together with plans and appropriate fee.
All measurements are to be given in metric.
If site relates to Lancing or Sompting, please submit 5 copies.

FOR OFFICIAL USE ONLY
Appl. No A/0024667
Date Received 23 APR 2007
Fee 365
Rem. List

IT IS IMPORTANT THAT YOU READ THE GUIDANCE NOTES AS INCORRECT COMPLETION INVOLVES DELAY

1. Applicant (In BLOCK CAPITALS)	Agent (if any) to whom correspondence should be sent (In BLOCK CAPITALS)
Name SHOREHAM KNITTING & NEEDLECRAFT	Name JON ANDREWS LTD
Address 19 EAST STREET, SHOREHAM.	Address CHILCOTE, THREALS LANE, WEST CHILTINGTON, W. SUSSEX RH20 2RF
Tel. No.	Tel. No. 01798 812517.

2. Type of Application (see Note 2)

		State Yes or No
(a)	Full planning permission (including changes of use)	YES
(b)	Outline planning permission	No →
(c)	*Renewal* of a temporary permission	No
(d)	Permission for retention of building or continuance of use without complying with a condition imposed on a planning permission	No
(e)	Permission to develop land without complying with a condition imposed on a planning permission.	No

If yes, state those matters to which this application relates (tick where appropriate)

(i)	Siting	☐
(ii)	Design	☐
(iii)	External appearance	☐
(iv)	The means of access	☐
(v)	Landscaping of the site	☐

If yes, state the date and number of the permission and outline the particular condition

Date

Application No.

Condition No.

3. (a) Full **address or location** of the land to which this application relates

SECOND FLOOR, 19 EAST STREET, SHOREHAM.

(b) State whether applicant owns or controls any adjoining land — State Yes or No: No — If yes, this land must be edged blue on the location plan

(c) Area of site 0.01 hectares/sq. metres

Dimensions of the application site and distances from the new buildings to boundaries must be clearly indicated on plans

d) Description of proposed development

(If residential development, state no. of units proposed and type if known e.g. houses, bungalows, flats)

CHANGE OF USE OF SECOND FLOOR FROM FLAT TO OFFICES.

(e) State whether the proposal involves:-

		State Yes or No
(i)	New building(s) or *structure(s)*	No
(ii)	Alteration or extension of building(s)	No
(iii)	Construction of a new) vehicular access to a highway) pedestrian	No / No
(iv)	Alteration of an existing) vehicular access to a highway) pedestrian	No / No
(v)	Closure of existing access	No
(vi)	Change of use only	YES

4. Particulars of Use of Buildings or Land: state (a) Present use — FLAT. ABOVE OFFICE & SHOP.
(b) If vacant, the last use

5. **Additional Information**

		State Yes or No		State Yes or No
(a)	*Is the application for industrial, office warehousing, storage, shopping, commercial purposes or places of public assembly?* (See note 5)	YES	If yes, complete part 2 of form C.P. 1	YES
(b)	Is the application for the winning or working of minerals?	No	If yes, complete part 4 of form C.P. 1	
(c)	Is the application for an agricutural dwelling or building?	No	If yes, complete part 6 of form C.P. 1	
(d)	Does the proposed development involve the demolition of any residential units?	No	If yes, how many units? Please indicate their position on plans	
(e)	*Does the proposed development involve the* felling of any trees?	No	If yes, indicate their position on plans	
(f)	Does the proposed development involve any public right of way within the site?	No	If yes, indicate the position on plan	
(g)	Does the proposed development involve demolition or alteration of a building or Special Architectural or Historic interest or demolition within a Conservation Area?	No	If YES a separate application for **Listed Building Consent or Conservation Area Consent** may be necessary.	

(h) (i) How will surface water be disposed of? (i) N/A
(ii) How will foul sewage be disposed of? (e.g. mains, cesspit, etc.) (ii) N/A

6. Plans (See Note 6). List of drawings and plans submitted as part of the application - indicate drawing numbers and scales.
4 sets of all drawings are required. Additional copies in respect of major applications will assist in determination of such applications. All measurements are to be given in metric (89/617 EEC Directive)

4x467/02

7. Fees (See Note 7)
If a fee is submitted please give the amount £ 265-00.

8. I/WE APPLY FOR PLANNING PERMISSION AS DETAILED ABOVE.

DATE 17.4.07. SIGNED [signature]

on behalf of SHOREHAM KNITTING & NEEDLECRAFT
(insert applicant's name if signed by an agent)

9. Certificate under Section 65 of the Town and Country Planning Act. 1990 (Article 7 of the T & CP (General Development Procedure) Order 1995
N.B. A signed certificate MUST accompany this application (See Note 9).
If the applicant is the sole owner (a) the following certificate should be completed and signed.

CERTIFICATE A

1. **Certificate A(a)**
I certify that

(a) Owner means a person having a freehold interest or tenancy the unexpired term of which was not less than 7 years

on the day 21 days before the date of the accompanying application nobody, except the applicant, was the owner (a) of any part of the land to which the application relates.

*2. None of the land to which the application relates is or is part of an agricultural holding.

OR

*3. * I have / The applicant has ——— given requisite notice to every person other than ——— * myself / himself/herself who, on the day 21 days before the date of the application was a tenant of an agricultural holding on all or part of the land to which the application relates, as follows

Name of Tenant	Address at which Notice was served	Date on which Notice was served

*Delete where inappropriate

Signed [signature]

On behalf of SHOREHAM KNITTING & NEEDLECRAFT

Date 17.4.07.

WEST SUSSEX

ADUR DISTRICT COUNCIL

Application No.

(For official use only)

PLANNING APPLICATION FORM PART 2

Additional information required in respect of Applications for Industrial, Office, Warehousing, Storage, Shopping, Rest and Nursing Homes, Commercial Purposes or Places of Public Assembly.
4 copies of this form should be submitted
N.B. Please use GROSS figures only (external measurement). All measurements are to be given in metric (89/617 EEC Directive)

1.	In the case of industrial development, give a description of the processes to be carried on and of the end products, and the type of plant or machinery to be installed. Please relate your answer to question 5 below.	N/A.
2.	Name and address of proposed occupier and type of business	SURE EMPLOYMENT AGENCY. 19 EAST ST, SHOREHAM.
3.	Is the proposal related to an existing use on or near the site? If so, please explain the relationship.	State Yes or No: YES — ADDITIONAL OFFICE ACCOMMODATION
4.	Is this a proposal to replace existing premises in this area or elsewhere which have become obsolete, inadequate or otherwise unsatisfactory? If so, please give details including gross floor area of such premises and state your intentions in respect of those premises.	State Yes or No: No.

5. Details of floor areas and uses

	Existing Floor Space or use(if any)	Proposed New Floor Space or use	Total Floor Space (allow for any space lost)
(a) What is the amount of industrial floor space?	(a)..... m^2	..... m^2	..... m^2
(b) What is the amount of office floor space?	(b) 78 m^2	80 m^2	158 m^2
(c) What is the amount of retail floor space?	(c)..... m^2	..... m^2	..... m^2
(d) What is the amount of storage or warehousing floor space?	(d)..... m^2	..... m^2	..... m^2
(e) Other uses(please specify)..... FLAT	(e) 80 m^2	0 m^2	..... m^2
.....	..... m^2	..... m^2	..... m^2
TOTALS	158	0	158

6. Staff

	Office Male	Office Female	Industrial Male	Industrial Female	Other Staff Male	Other Staff Female
(a) Number of staff in existing premises on the site	(a) 2	2	.....	.....	.....	.....
(b) How many new staff will be employed on the site as a result of the development?	(b) 2	2	.....	.....	.....	.....
(c) If you propose to transfer staff from other premises, please give details of the numbers involved and of the premises affected.	(c).....		.....	.....	.....	.....

P.T.O.

7.	In the case of restaurants, hotels, public houses, theatres, cinemas, meeting halls, Rest and Nursing Homes, etc. please specify (a) public floor space (Total) (b) seating capacity (c) bar floor area (d) bedrooms as appropriate	(a)..... sq.m. (b)..... (c)..... sq.m. (d)..... single double
8.	What provisions have been made for parking, loading and unloading of vehicles within the curtilage on the site?. (Please show location of such provision on the plans and distinguish between parking for operational needs and other purposes) State number of spaces	EXISTING UNAFFECTED car..... lorry.....
9.	What is the estimated vehicular traffic flow to the site during a normal working day? (Please include all vehicles but separately specify those used by employees driving to work)	N/A (NO ON SITE PARKING)
10.	What is the nature, volume and proposed means of disposal of any trade effluents or trade refuse?	ADC. COLLECTIONS.
	HAZARDOUS MATERIALS	State Yes or No
11.	Will the proposed use involve the use or storage of any hazardous substances?	No — If 'YES' please indicate

Design & Access Statement
Proposed Change of Use at
19 East Street
Shoreham by Sea

ADUR DISTRICT COUNCIL
PLANNING DIVISION
AN
NO
DATE
RECEIVED
23 APR 2007

Proposed Use

The proposal is for the change of use of the existing second floor residential flat into a self contained suite of offices. The existing building presently contains a retail unit on the ground floor with first floor offices above. Access to both the first and second floors is via stairs presently accessed from the existing side passageway.

Amount

The proposal will provide an additional 75 sq.m of office accommodation as a direct replacement for the residential use. No further extension of the existing building is proposed.

Layout

There will be no physical changes to the existing layout with the present bathroom and kitchen arrangements being used by the occupants of the offices.

Scale

There are no proposals to alter the scale of the existing building.

Landscaping and Appearance

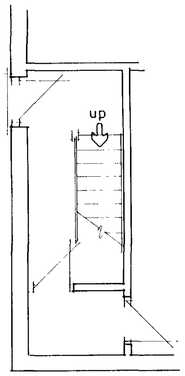
There are no issues raised in respect of landscaping or appearance.

Context

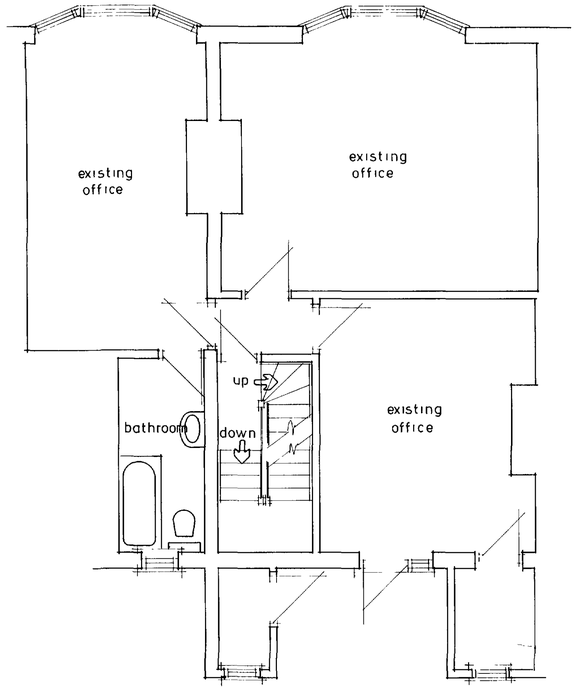
The proposals seek to make better use of the building which is located in the busy commercial centre of Shoreham. The applicant is aware of high demand for small office suites in this type of location as opposed to the flat which has no amenity space or overnight parking facilities. The proposals will further enhance employment prospects within Shoreham which is entirely in accordance with the objectives of the Local Plan and the County Structure Plan.

Access

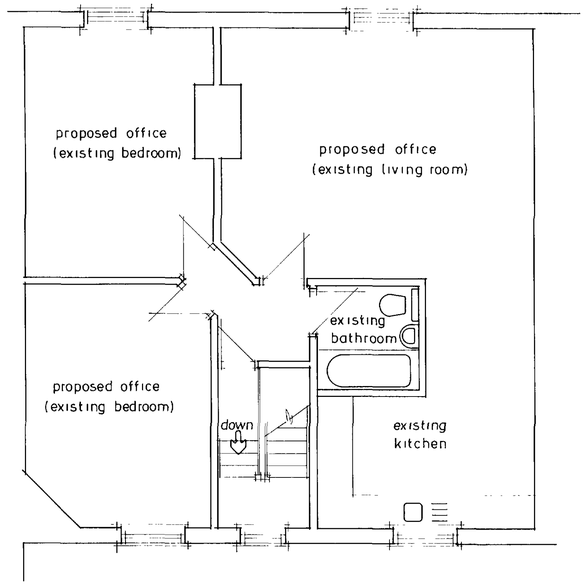
Access up to the second floor will be via the existing internal stairs and there are no proposals to amend this layout. The site itself stands in a highly sustainable location close to several significant bus routes and the train station, resulting in there being no reliance upon the motor vehicle.



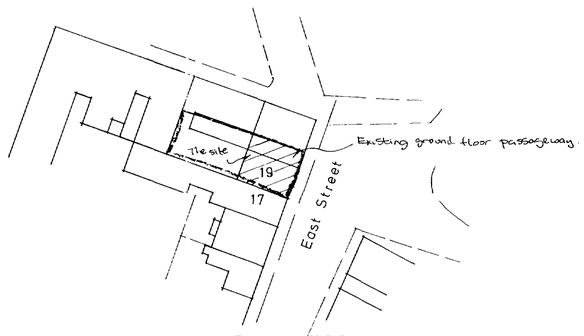
Ground Floor
(no changes)



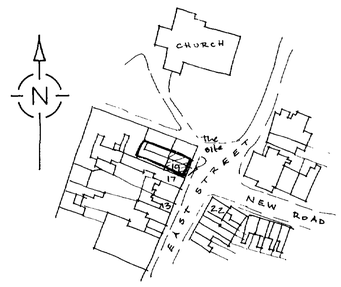
First Floor
(no changes)



Second Floor



Block Plan 1:500



Site Plan 1:1250

A		
	Date	Revisions

© copyright

Approved

23 APR 2007

Client
Shoreham Knitting & Needlecraft

Job Title
Proposed Change Of UseTo Second Floor.

Drawing Title
19 East Street, Shoreham.

Scale 1:50

Date	Drawn by

Drg No.	Rev.
467/02	

A1