Planning Services, Adur & Worthing Councils

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Tel : 01903 221065
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Adur & Worthing councils

Application for Planning Permission and conservation area consent for demolition in a conservation area. Town and Country Planning Act 1990

ublication of applications on planning authority websites.
lease note that the information provided on this application form and in supporting documents may be published on the Authority's website.
you require any further clarification, please contact the Authority's planning department.

PP- 02805314

1. Applicant Name, Address and Contact Details

Title: Mr | First name: Greg | Surname: Cottle

Company name: Adur and Worthing Borough Council

Street address: Adur Civic Centre, Ham Road

Town/City: Shoreham-by-Sea

County: Sussex

Country: England

Postcode: BN43 6PR

	Country Code	National Number	Extension Number
Telephone number:			
Mobile number:			
Fax number:			

Email address:

Are you an agent acting on behalf of the applicant? (•) Yes ( ) No

2. Agent Name, Address and Contact Details

Title: Mr | First Name: David | Surname: MacDonald

Company name: ECE Architecture

Street address: Brooklyn Chambers, 11 Goring Road

Town/City: Worthing

County: West Sussex

Country: United Kingdom

Postcode: BN12 4AP

	Country Code	National Number	Extension Number
Telephone number:		01903 248777	
Mobile number:			
Fax number:			

Email address: dmacdonald@ecearchitecture.com

3. Description of the Proposal

Please provide a description of the proposal, including details of the proposed demolition:

Extension of the Shoreham Centre to provide 1230 sqm of new build accommodation on two floors, including a new entrance foyer, offices, meeting spaces, council chamber and function room to provide replacement Adur District Council offices/civic presence . The proposal will include the removal of the existing temporary CAB office, partial demolition of the existing foyer/main entrance and the removal of a number of existing trees. The cafe and kitchen area in the existing building will be refurbished, new toilet facilities provided at first floor and new accessible toilet and baby changing facilities provided on ground floor.

Has the building, work or change of use already started? ( ) Yes (•) No

ADUR & WORTHING PLANNING SERVICES

PLAN	AWDM/ 1041 /13
DATE VALID	22 AUG 2013

4. Site Address Details

Full postal address of the site (including full postcode where available)

House: Suffix:

House name: The Shoreham Centre

Street address: 2 Pond Road

Town/City: Shoreham-by-Sea

County: Sussex

Postcode: BN43 5WU

Description of location or a grid reference
(must be completed if postcode is not known):

Easting: 521542

Northing: 105254

Description:

5. 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: Mr First name: Gary Surname: Peck

Reference:

Date (DD/MM/YYYY): 17/08/2013 (Must be pre-application submission)

Details of the pre-application advice received:

Amount, Layout, Scale and Appearance of proposed development. Validation requirements for the application.

6. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? ( ) Yes (•) No

Is a new or altered pedestrian access proposed to or from the public highway? ( ) Yes (•) No

Are there any new public roads to be provided within the site? ( ) Yes (•) No

Are there any new public rights of way to be provided within or adjacent to the site? ( ) Yes (•) No

Do the proposals require any diversions/extinguishments and/or creation of rights of way? ( ) Yes (•) No

7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste? (•) Yes ( ) No

If Yes, please provide details:

As part of the development the existing bin store outside the CAB temporary building will be relocated to the rear of the building within the landscape planting zone.

Have arrangements been made for the separate storage and collection of recyclable waste? (•) Yes ( ) No

If Yes, please provide details:

The site has existing recycling facilities which will be retained for the use of the centre and the public.

8. Authority Employee/Member

With respect to the Authority, I am:

(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

Do any of these statements apply to you? ( ) Yes (•) No

9. Explanation for Proposed Demolition Work

Why is it necessary to demolish all or part of the building(s) and/or structure(s)?

Part demolition of the existing entrance is required to allow the new build extension.

10. Materials

Please state what materials (including type, colour and name) are to be used externally (if applicable):

Walls - description:

Description of *existing* materials and finishes:

Facing Brickwork

Description of *proposed* materials and finishes:

Brickwork to match existing

Roof - description:

Description of *existing* materials and finishes:

Plain clay tile
Bitumen felt flat roof

Description of *proposed* materials and finishes:

Plain clay tile to match existing
High performance flat roof membrane to match existing
Bronze cladding

Windows - description:

Description of *existing* materials and finishes:

Black coated metal windows
PVC
Timber framed

Description of *proposed* materials and finishes:

Aluminium windows

Doors - description:

Description of *existing* materials and finishes:

timber doors, aluminium doors

Description of *proposed* materials and finishes:

glazed aluminium doors

Boundary treatments - description:

Description of *existing* materials and finishes:

Flint walls
Timber boarded fence

Description of *proposed* materials and finishes:

N/A

Vehicle access and hard standing - description:

Description of *existing* materials and finishes:

Tarmacadam to parking areas and access roads. Paving to hard standing areas and paths around the building.

Description of *proposed* materials and finishes:

To match existing

Lighting - add description

Description of *existing* materials and finishes:

Hi pressure sodium lighting in cast aluminium fittings mounted on the building and on galvanised steel lighting columns within the car park at the rear of the building.

Description of *proposed* materials and finishes:

Additional building mounted colour coated cast aluminium fittings surrounding the building. Pavement mounted uplighters and bollard lighting at the main entrance all in accordance with the lighting scheme accompanying the planning application.

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement? (●) Yes ( ) No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

Drawing 5872 001A Site and Location Plan
Drawing 5872 002B Existing Ground Floor Plan
Drawing 5872 003B Ground Floor plan
Drawing 5872 005A Existing Elevations
Drawing 5872 006A Existing Elevations
Drawing 5872 001A Site and Location Plan
Drawing 5872 101A Proposed site plan
Drawing 5872 102A Proposed Ground Floor plan
Drawing 5872 103A Proposed First Floor plan
Drawing 5872 104A Proposed Elevations
Drawing 5872 105A Proposed Elevations
Drawing 5872 106A Proposed Sections
5761 Design and Access Statement revision P1
Shoreham Community Centre External Lighting Report For Planning Application July 2013 (Revision P1)
Drawing 141019-63-EX-01 External Lighting Light Spill Lux Levels For Planning
14104 Shoreham Community Centre Planning Drainage Strategy Report August 2013
Pond Road Arboricultural Survey
Site Waste Management Plan

11. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

Type of vehicle	Existing number of spaces	Total proposed (including spaces retained)	Difference in spaces
Cars	87	87	0
Light goods vehicles/public carrier vehicles	0	0	0
Motorcycles	0	0	0
Disability spaces	4	4	0
Cycle spaces	0	10	10
Other (e.g. Bus)	0	0	0
Short description of Other			

12. Foul Sewage

Please state how foul sewage is to be disposed of:

Mains sewer ☒ Package treatment plant ☐ Unknown ☐

Septic tank ☐ Cess pit ☐

Other

Are you proposing to connect to the existing drainage system? ◉ Yes ○ No ○ Unknown

If Yes, please include the details of the existing system on the application drawings and state references for the plan(s)/drawing(s):

Planning Statement Drainage Strategy Report

13. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.) ○ Yes ◉ No

If Yes, you will need to submit an appropriate flood risk assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)? ○ Yes ◉ No

Will the proposal increase the flood risk elsewhere? ○ Yes ◉ No

How will surface water be disposed of?

☒ Sustainable drainage system ☒ Main sewer ☐ Pond/lake

☒ Soakaway ☐ Existing watercourse

14. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes for further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the guidance notes, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, OR on land adjacent to or near the application site:

a) Protected and priority species

○ Yes, on the development site ○ Yes, on land adjacent to or near the proposed development ◉ No

b) Designated sites, important habitats or other biodiversity features

○ Yes, on the development site ○ Yes, on land adjacent to or near the proposed development ◉ No

c) Features of geological conservation importance

○ Yes, on the development site ○ Yes, on land adjacent to or near the proposed development ◉ No

15. Existing Use

Please describe the current use of the site:

Provision of community facilities and public use.

Is the site currently vacant? ○ Yes ◉ No

Does the proposal involve any of the following?
If yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated? ○ Yes ◉ No

Land where contamination is suspected for all or part of the site? ○ Yes ◉ No

A proposed use that would be particularly vulnerable to the presence of contamination? ○ Yes ◉ No

16. Trees and Hedges

Are there trees or hedges on the proposed development site? (•) Yes ( ) No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character? ( ) Yes (•) No

If Yes to either or both of the above, you may need to provide a full Tree Survey, at the discretion of your local planning authority. If a Tree Survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

17. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste? (•) Yes ( ) No

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste:

Trade waste will mainly comprise food waste from the cafe and general office waste which will be disposed of via the Shoreham Centres current licensed commercial waste contractor.

18. Residential Units

Does your proposal include the gain or loss of residential units? ( ) Yes (•) No

19. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? (•) Yes ( ) No

Use class/type of use		Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross new internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
A1	Shops Net Tradable Area	0.0	0.0	0.0	0.0
A2	Financial and professional services	0.0	0.0	0.0	0.0
A3	Restaurants and cafes	0.0	0.0	0.0	0.0
A4	Drinking estabishments	0.0	0.0	0.0	0.0
A5	Hot food takeaways	0.0	0.0	0.0	0.0
B1 (a)	Office (other than A2)	0.0	0.0	0.0	0.0
B1 (b)	Research and development	0.0	0.0	0.0	0.0
B1 (c)	Light industrial	0.0	0.0	0.0	0.0
B2	General industrial	0.0	0.0	0.0	0.0
B8	Storage or distribution	0.0	0.0	0.0	0.0
C1	Hotels and halls of residence	0.0	0.0	0.0	0.0
C2	Residential institutions	0.0	0.0	0.0	0.0
D1	Non-residential institutions	1735.0	368.0	1230.0	862.0
D2	Assembly and leisure	0.0	0.0	0.0	0.0
Other	Please Specify	0.0	0.0	0.0	0.0
	Total	1735.0	368.0	1230.0	862.0

For hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms:

Use Class	Types of use	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	Net additional rooms

20. Employment

If known, please complete the following information regarding employees:

	Full-time	Part-time	Equivalent number of full-time
Existing employees	3	0	3
Proposed employees	0	5	8

21. Hours of Opening

If known, please state the hours of opening for each non-residential use proposed:

Use	Monday to Friday		Saturday		Sunday and Bank Holidays		Not Known
	Start Time	End Time	Start Time	End Time	Start Time	End Time	

21. Hours of Opening (continued)

A1							☒
A2							☒
A3							☒
A4							☒
A5							☒
B1A							☒
B1B							☒
B1C							☒
B2							☒
B8							☒
C1							☒
C2							☒
D1							☒
D2							☒
Other							☒

22. Site Area

What is the site area? 00.57 hectares

23. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Kitchen extract equipment currently mounted on the flat roof on the south elevation will be renewed as part of the refurbishment of the existing small commercial kitchen.
Limited additional toilet extract will be provided on the south elevation.
Mechanical extraction from the hall will be relocated from the east elevation to the roof of the new north wing corridor.
A chiller unit and PV will be mounted on the flat roof of the north wing to serve the new extension.

Is the proposal for a waste management development? ○ Yes ◉ No

24. Hazardous Substances

Is any hazardous waste involved in the proposal? ○ Yes ◉ No

25. 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? (Please select only one)

○ The agent ◉ The applicant ○ Other person

26. Certificates (Certificate A)

Certificate Of Ownership - Certificate A
Certificate under Article 12 – Town and Country Planning (Development Management Procedure) (England) Order 2010 & Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding *("agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act).*

Title: Mr First name: David Surname: MacDonald

Person role: Agent Declaration date: 06/08/2013 ☒ Declaration made

27. Declaration

I/we hereby apply for planning permission/consent as described in this form 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.

☒ Date 12/08/2013