Planning Services, Adur District Council

Civic Centre,
Ham Road,
Shoreham-by-Sea,
West Sussex,
BN43 6PR

Tel : (01273) 263222 (calls may be recorded)
website : www.adur.gov.uk
e-mail : developmentcontrol@adur.gov.uk

ADUR
DISTRICT COUNCIL

AOC 1056 1108

Application for Planning Permission.
Town and Country Planning Act 1990

28 NOV 2008

Publication of planning applications on council web sites
Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.
If any other information that is provided as part of the application which falls within the definition of personal data under the Data Protection Act and is not to be published on the council's website, please contact the council's planning department.

1. Applicant Name, Address and Contact Details

Title: Mr First name: Paul Surname: Benham

Company name: Paul & P Benham Partnership

Street address: Westover
Church Street

Town/City: Shoreham-by-Sea
County: West Sussex
Country:
Postcode: BN43 5DQ

	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: R Surname: Overton-Hart

Company name: Overton-Hart

Street address: 4 English Business Park
English Close

Town/City: Hove
County:
Country:
Postcode: BN3 7EE

	Country Code	National Number	Extension Number
Telephone number:		01273 227755	
Mobile number:			
Fax number:		01273 227744	

Email address: cathy@overton-hart.co.uk

3. Description of the Proposal

Please describe the proposed development including any change of use:

Part change of use from use class B1 (offices) to class C3 (residential) to create 1 no. masonette. Part of the existing offices is to remain. No external change in appearance.

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

4. Site Address Details

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

House: 0 Suffix:

House name: Westover

Street address: Church Street

Town/City: SHOREHAM-BY-SEA

County: West Sussex

Postcode: BN43 5DQ

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

Easting: 521565

Northing: 105195

Description:

5. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? ○ Yes ◉ No

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

Have arrangements been made for the separate storage and collection of recyclable waste? ◉ Yes ○ No

If Yes, please provide details:

New masonette to have Council 'blue box' recycling box

8. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? ○ Yes ◉ No

9. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the council? ○ Yes ◉ No

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:

Internal stud partitions - decorated

Description of *proposed* materials and finishes:

Internal stud partitions - decorated

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:

1774.01-1

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	3	3	0

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

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

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:

Two floors (ground and basement) of offices

Is the site currently vacant? ○ Yes ◉ No

Does the proposal involve any of the following:

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

Application advice
If you have said Yes to any of the above, you will need to submit an appropriate contamination assessment.

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 will need to provide a full Tree Survey with accompanying plan before your application can be determined. 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 construction - Recommendations'

17. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste? ○ Yes ◉ No

18. Residential Units

Does your proposal include the gain or loss of residential units? ◉ Yes ○ No

18. Residential Units (continued)

Market Housing - Proposed

	Number of bedrooms				
	1	2	3	4+	Unknown
Houses					
Flats/Maisonettes		1			
Live-Work units					
Cluster flats					
Sheltered housing					
Bedsit/Studios					
Unknown					

Proposed Market Housing Total: 1

Market Housing - Existing

	Number of bedrooms				
	1	2	3	4+	Unknown
Houses					
Flats/Maisonettes					
Live-Work units					
Cluster flats					
Sheltered housing					
Bedsit/Studios					
Unknown					

Existing Market Housing Total: 0

Overall Residential Unit Totals

Total proposed residential units	1
Total existing residential units	0

19. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss or gain 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)
B1 (a)	Office (other than A2)	139.0	66.0	73.0	7.0
	Total	139.0	66.0	73.0	7.0

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	0	0	0
Proposed employees	0	0	0

21. Hours of Opening

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

Use	Monday to Friday Start Time	Monday to Friday End Time	Saturday Start Time	Saturday End Time	Sunday and Bank Holidays Start Time	Sunday and Bank Holidays End Time	Not Known
B1A							☒
B1B							☒
B1C							☒

22. Site Area

What is the site area? 182 sq.metres

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:

N/A

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

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

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.

Title: Mr First name: Robert Surname: Overton-Hart

Person role: Agent Declaration date: 25/11/2008 [X] Declaration made

26. Certificates (Agricultural Holdings Certificate)

Agricultural Holding Certificate

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

Agricultural Land Declaration - You Must Select Either A or B

(A) None of the land to which the application relates is, or is part of an agricultural holding. (•)

(B) I have/The applicant has given the requisite notice to every person other than myself/the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below: ( )

Title: Mr First Name: Robert Surname: Overton-Hart

Person role: Agent Declaration date: 25/11/2008 [X] 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. [X]

Date 25/11/2008

Warwick BAKER ESTATE AGENT

10 High Street, Shoreham-By-Sea, West Sussex BN43 5DA Tel: (01273) 454234 Fax (01273) 455446
e-mail: darren@warwickbaker.co.uk web: www.warwickbaker.co.uk

Mr P Benham
The Paul and P Benham Partnership
Westover
Church Street
Shoreham by Sea
West Sussex

A0057168
18 NOV 2008

10th November 2008
Our Ref: DWEB/TJ

Dear Paul

Re: Ground and Lower Ground Floor Offices, Westover, Church Street, Shoreham

Further to my recent inspection I write to confirm your kind instructions for this Company to act as your Sole Agent in respect of finding a suitable tenant for your offices.

Accordingly, please find enclosed two sets of our details. I would be grateful if you could scrutinise these as it is essential that all the facts stated are correct as we are legislated by the Miss-Description Act. If you do have any alterations please feel free to make them and return the details to me, alternatively, if you are happy with its contents then please duly sign and date where indicated and forward this on to me.

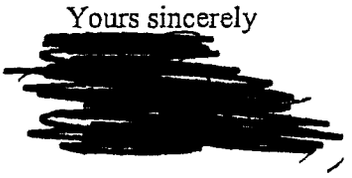
In respect of our commission, if we are successful in arranging/introducing a tenant to your premises then our commission will be based at the rate of 10% + VAT of the rent achieved or £1,000 + VAT whichever is the greater.

As discussed, I have arranged for suitable sign written boards to be erected on the property and particulars are ready for mailshot on your approval and its availability will shortly be live on our website.

You will appreciate that in the current economic climate there is a huge surplus of office space within Shoreham town centre and although we will endeavour to do our utmost to

let the offices I am of the opinion that you should seriously consider conversion back to residential.

Yours sincerely



Darren W E Baker M.R.I.C.S.
Chartered Surveyor
Warwick Baker Estate Agents Ltd

WESTOVER CHURCH STREET SHOREHAM-BY-SEA
CHANGE OF USE

DESIGN AND ACCESS STATEMENT

Acc 0561/08

28 NOV 2008

1. INTRODUCTION

This Design and Access Statement uses the sequence advised in the CABE guide of 2006 and follows the development of the project as it progressed.

2. DESCRIPTION

The existing building is located in a 182m^2 plot, between Middle Street and Church Street in Shoreham-by-Sea. Currently the site is comprised of two flats on the first and second floor and offices on the ground and basement. The owner wishes to reduce the office space and convert part of the ground and basement back into a residential dwelling (maisonette).

3. DESIGN

3.1 Use

The existing building is used as a residential dwelling and offices. The application is for a change of use for part of the ground and basement back into a residential dwelling

3.2 Amount

The total footprint of the building is to remain the same.

3.3 Layout

The existing and proposed layouts are shown on drawing no. 1774.01-1.

3.4 Scale

Not applicable

3.5 Landscaping

Not applicable

3.6 Appearance

The building is in a conservation area, however, there will be no external change in appearance.

3.7 Architectural and historic importance and features

There will be no external change in appearance.

DESIGN AND ACCESS STATEMENT

ACCESS

4.1 Approach

There is a level approach into the proposed new dwelling from street level with a slightly raised threshold.

4.2 Internal circulation

There is a WC on the ground floor with stairs down to the basement designed for ambulant disabled access. Internally the rooms are large enough for ease of circulation with enough room for a 1500mm turning circle for wheelchair users in each main room.

4.3 Conclusion

The proposed development will not have any external alterations made to it and all access is suitable for ambulant disabled, with potential for minor alterations made at a later date to accommodate wheelchair users.

OVERTON•HART
Chartered Building Surveyors

ROH/ceh/1774.02

26 November 2008

The Manager
Planning Services
Adur District Council
Civic Centre
Ham Road
Shoreham-by-Sea
BN43 6PR

28 NOV 2008

Dear Sirs

WESTOVER CHURCH STREET SHOREHAM-BY-SEA
CHANGE OF USE OF PART GROUND AND BASEMENT FLOORS

Further to our conversation with Mr P Barnett on 26 November 2008, we confirm that as a result of contracting their Practice, the applicants, Mr and Mrs P Benham have without success attempted to market excess office space.

In view of this, on behalf of Mr and Mrs Benham, we are applying for change of use of part of the ground and basement floors from offices to residential. Accompanying this application is a letter dated 10 November 2008 from a local estate agent, Warwick Baker, acknowledging instructions to market the surplus office space. The estate agent is not hopeful of letting the space as "...there is a huge surplus of office space in the town centre..."

We look forward to hearing from you.

Yours faithfully

[redacted]

R Overton-Hart
OVERTON-HART

enc

4 English Business Park, English Close, Hove BN3 7EE
T: 01273 227755 F: 01273 227744 W: www.overton-hart.co.uk
R. Overton-Hart
Consultant Andrew Patrick

RICS

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. AA/0581/08
DATE RECEIVED 28 NOV 2008

Notes

Do not scale

The contractor is required to check all dimensions on site before work commences.

All goods, materials and workmanship to comply with current Building Regulations BSS and COP's and such other requirements as the local/statutory authorities' enforcement officer may consider necessary.

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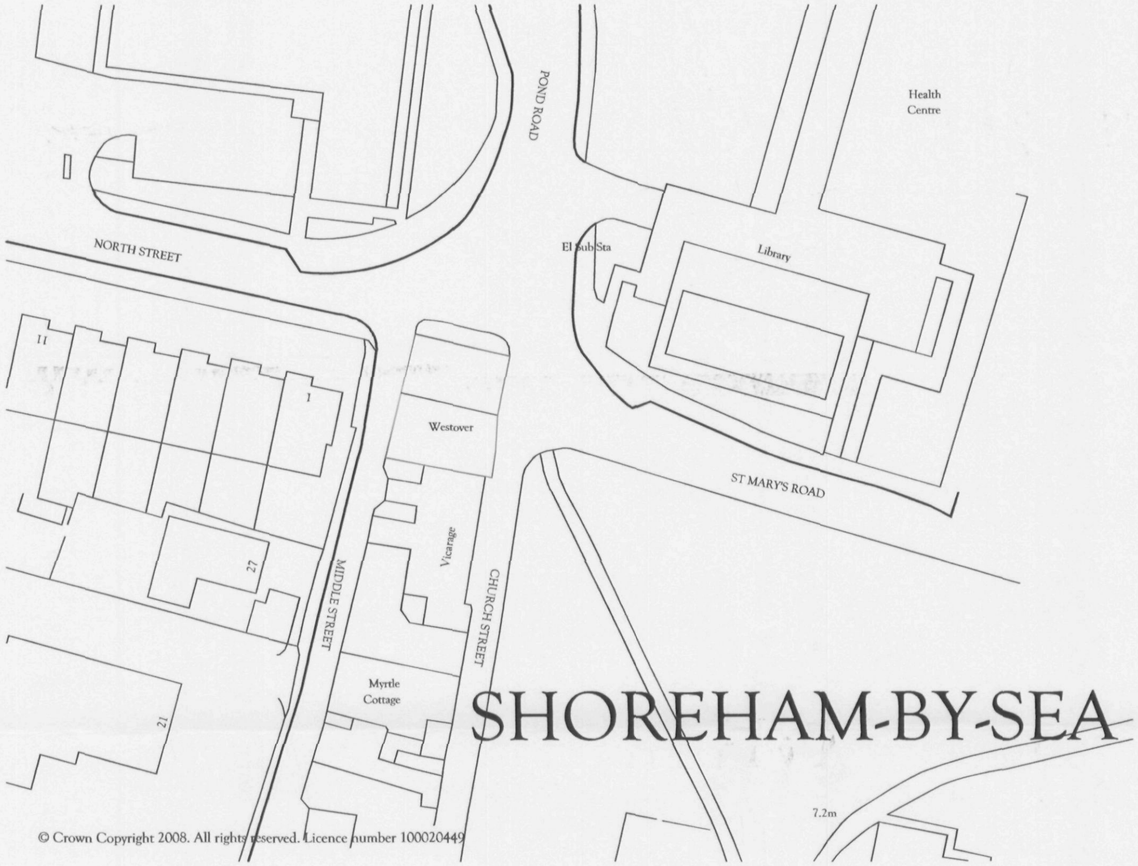
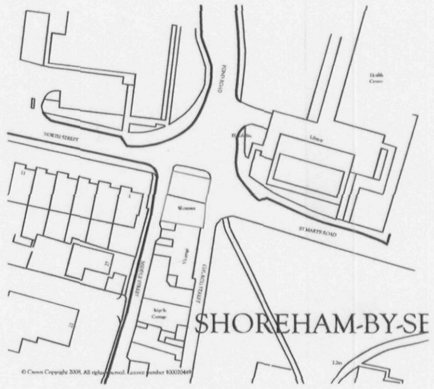


Block plan

1:500

10 20 30 40 50 100 metres



Site plan

1:1250

10 20 30 40 50 100 metres

N

Revision	Initial
Project	Westover Church Street Shoreham-by-Sea
Drawing	Site and block plans
Client	Mr P Benham
Scale	1:500 & 1:1250 at A2
Date	November 2008
Drawn By CEH	ROH Checked By
Preliminary ☐	Tender ☐
Planning ☐	Construction ☐
Building Regulations ☐	As Built ■
Drawing No.	Revision
1774.02	

OVERTON-HART
Chartered Building Surveyors
Tel: 01273 227755 Fax: 01273 227744
E-mail: buildingsurveyors@overton-hart.co.uk
RICS

Notes

Do not scale

The contractor is required to check all dimensions on site before work commences.

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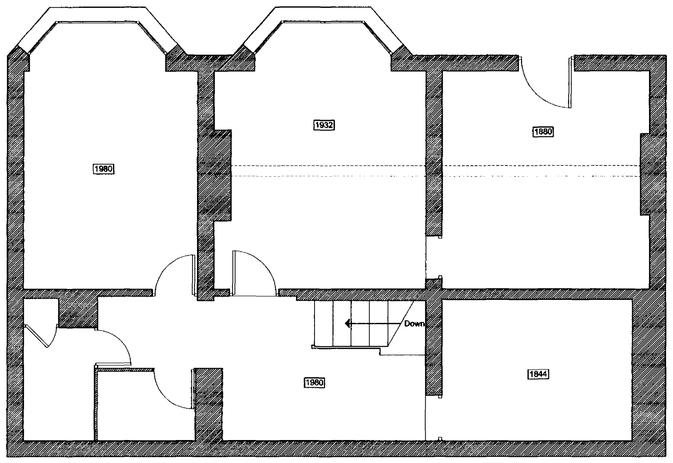
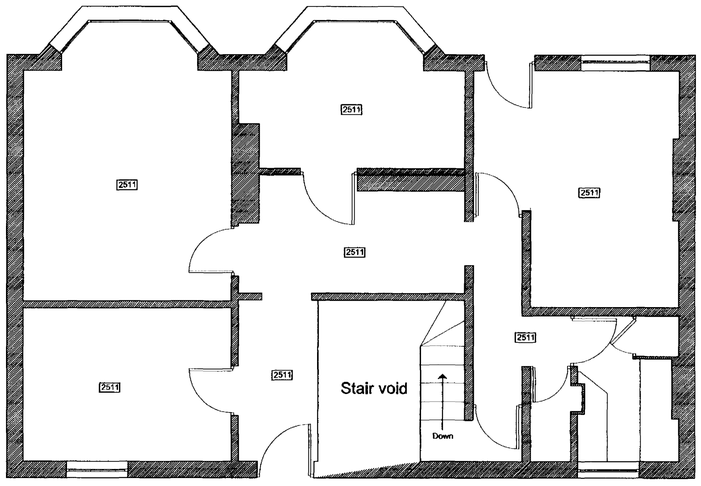
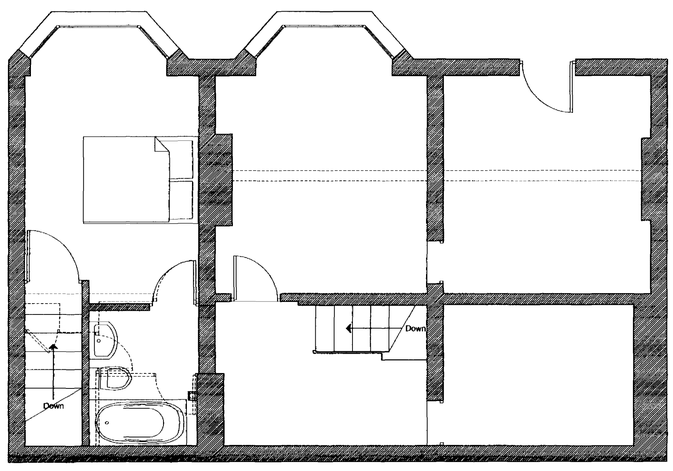
Received
20 NOV 2008



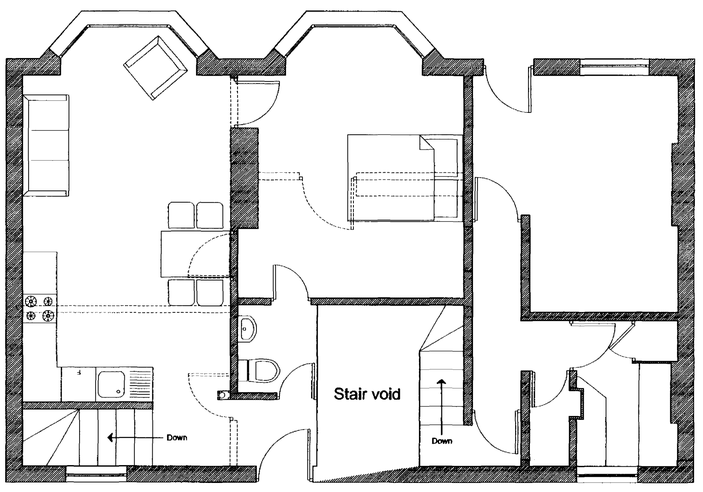
Basement as existing
1:50



Ground floor as existing
1;50

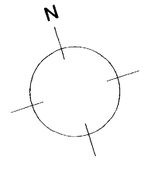


Basement as proposed
1:50



Ground floor as proposed
1:50





Revision	Initial
Project	Westover Church Street Shoreham-by-Sea
Drawing	Floor plans as existing and proposed
Client	Mr and Mrs P Benham
Scale	1:50 @ A1
Date	November 2008
Drawn By	CEH Checked By ROH

Preliminary	■	Tender	□
Planning	□	Construction	□
Building Regulations	□	As Built	□

Drawing No. 1747.01-1

Revision

OVERTON-HART
Chartered Building Surveyors
Tel: 01273 227755 Fax: 01273 227744
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RICS