

Planning Services, Adur & Worthing Councils

Portland House,
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BN11 1HS

Tel : 01903 221065
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Application for a Lawful Development Certificate for a Proposed Use or Development

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	
Suffix	
Property Name	
Address Line 1	
Address Line 2	
Address Line 3	
Town/city	
Postcode	

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

Easting (x)	Northing (y)

Description

Unit 4a

Applicant Details

Name/Company

Title

Mr

First name

Daryl

Surname

Nicholson

Company Name

Eltonstone Limited

Address

Address line 1

4 Commerce Way

Address line 2

Address line 3

Lancing Business Park

Town/City

Lancing

County

Country

Postcode

BN15 8TA

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

Mr

First name

Chris

Surname

Geddes

Company Name

Albion Planning

Address

Address line 1

36 Windsor Road

Address line 2

Address line 3

Town/City

Worthing

County

Country

Postcode

BN11 2LY

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposal

Does the proposal consist of, or include, the carrying out of building or other operations?

- ☐ Yes
☒ No

Does the proposal consist of, or include, a change of use of the land or building(s)?

- ☒ Yes
☐ No

If Yes, please give a full description of the scale and nature of the proposed use, including the processes to be carried out, any machinery to be installed and the hours the proposed use will be carried out

Cafe/restaurant (Class E)

If Yes, please fully describe the existing or the last known use, with the date when this use ceased

Offices (Class E)

Has the proposal been started?

- ☐ Yes
☒ No

Grounds for Application

Information about the existing use(s)

Please explain why you consider the existing or last use of the land is lawful, or why you consider that any existing buildings, which it is proposed to alter or extend are lawful

Both the existing lawful use and the proposed use fall within the same use class (Class E)

Please list the supporting documentary evidence (such as a planning permission) which accompanies this application

Covering Letter

Appendix A - L/179/77/TP/12104 - New Office Block

Granted 2nd August 1977

Application Form, Decision Notice, Block Plan and Floor Plans & Elevations attached

Appendix B - L/287/77/TP/12170 - New Office Block - Minor alterations to L/179/77/TP/12104

Granted 18th October 1977

Application Form, Decision Notice, Block Plan and Floor Plans & Elevations attached

Select the use class that relates to the existing or last use.

E(g)(i) - Offices - Except where not suitable in a residential area

Information about the proposed use(s)

Select the use class that relates to the proposed use.

E(b) - Sale of food and drink for consumption mostly on the premises

Is the proposed operation or use

- ☒ Permanent
☐ Temporary

Why do you consider that a Lawful Development Certificate should be granted for this proposal?

Both the existing lawful use and the proposed use fall within the same use class (Class E). As a result, the use of the unit as a café/restaurant does not comprise development

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

PREAPP/0146/25

Date (must be pre-application submission)

05/11/2025

Details of the pre-application advice received

Please see the covering letter

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?

- ☐ Yes
- ☒ No

Interest in the Land

Please state the applicant's interest in the land

- ☒ Owner
- ☐ Lessee
- ☐ Occupier
- ☐ Other

Declaration

I/We hereby apply for Lawful development: Proposed use 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.

☒ I / We agree to the outlined declaration

Signed

Chris Geddes

Date

14/11/2025