ADUR DISTRICT COUNCIL

Adur District Council

Office use
App
Date Rc..

16 OCT 2007

Application for Listed Building Consent

Planning (Listed Buildings and Conservation Areas) Act 1990

Please read the notes before you fill in this form.

1 Applicant (in block capitals)	Agent (if any)
Full name : LANCING COLLEGE Ltd	Full name : NIGEL NORTON ASSOCS
Address (including postcode):	Address (including postcode):
LANCING.	2 FORGE COTTAGES.
WEST SUSSEX.	LITTLE BAYHAM. TUN' WELLS.
BN15 ORW.	KENT. TN3. 8BB.
Phone Number:	**Phone Number:**
Home:	Home:
Work:	Work: 07957 208624
Extension:	Extension:
Fax Number:	Fax Number: 01892 891700

2 Type of Application

I am applying for Listed Building Consent to: demolish a listed building	Yes ☐	No ☑
demolish part of a listed building (please see note 4)	Yes ☐	No ☑
I am applying to alter or extend a listed building	Yes ☑	No ☐
I am applying to fix an advertisement or structure to a listed building	Yes ☐	No ☑
I am applying to remove or change a condition on a Listed Building Consent	Yes ☐	No ☑

If 'Yes', please give the condition number ☐ and the application number

3 Please give the address of the building this application relates to.

SECONDS HOUSE. LANCING COLLEGE. LANCING.

Do you own or control any land or buildings next to this site? Yes ☑ No ☐
(If 'Yes', the land or buildings should be outlined in blue on your plan)

Area of land the application relates to ☐ square metres or 20 hectares

4 Please describe the work you want to carry out

SUB-DIVISION OF 2 No. SECOND FLOOR OPEN PLAN DORMITORIES INTO SMALLER BED/STUDY ROOMS with the installation of timber stud partitions faced with plaster-board inc new doors/electrics/general joinery etc.

Are you applying for consent for work already carried out? Yes ☑ No ☐

If 'Yes', please tell us:

- The application number of the planning permission for the development; and — NOT REQ'D.
- The date the work was carried out — JULY – AUGUST 2007

5 The use of the building

What is the building used for now?

SCHOOL BOARDING HOUSE.

If the building is not in use, what was it last used for?

—

What do you plan to use the building for?

PUPIL BOARDING.

6 Grants

Have you received a grant for any work involved in this application? Yes ☐ No ☑

If 'Yes', please tell us who provided the grant and the date you received it.

5 Please enclose four copies of this form and four sets of plans.

Please number your plans and write the numbers and scales against the titles here. (Please see note 7)

	Plan number	Scale
Location plan	Not numbered.	1:2500
Block plan	DEVELOPMENT PLAN.	1:250
Detailed plans	LCSH/10A.	1:100

8 Signature

Signature: [redacted] **Date:** 3.10.07.

Please print your name: NIGEL NORTON.

Certificate under Section 11 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (please see note 8)

Certificate A

I confirm that: nobody except the applicant was an owner of the building or land involved at the beginning of the period of 21 days before the date of this application. ('Owner' means the freehold owner or a tenant with at least seven years of tenancy remaining).

Signature: [redacted] **Date:** 3-10-07

Please print your name: NIGEL NORTON.

Notes

1 You may find it helpful to call in at our Planning Section to discuss your plans before you fill in this form.

2 You can make the application yourself or you can employ someone (an "agent") to do it for you. If an agent makes the application, we will send all letters, including the decision notice, to them.

3 **Definition of a listed building**

A listed building is any building which:

- is included in a list of buildings of special architectural or historic interest made by the Secretary of State under Section 1 of the Planning (Listed Buildings and Conservation Areas) Act 1990;
- immediately before 1 January 1969 was under a Building Preservation Order under Part 111 of the Town and Country Planning Act 1962; or
- is under a current Building Preservation Notice served under Section 3 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

4 **Demolishing or partly demolishing a listed building**

You will normally need Listed Building Consent to demolish part of a listed building. However, this will depend on the amount of the demolition planned, and you should discuss your proposal with a Planning Officer, even if the demolition is minor. Some minor demolition may still need Listed Building Consent as it may be considered to be an alteration to a listed building.

You can only demolish a listed building if:

- you have Listed Building Consent; and
- you have told the Royal Commission on Historical Monuments about the proposed work and have given them reasonable access to the building for at least a month after getting Listed Building Consent. In some cases, the Commission may write to say that it does not need access.

5 **Altering or extending a listed building**

You need Listed Building Consent to alter, do work to or extend a listed building if the work would affect the building's character as a building of special architectural or historic interest. This applies to work inside and outside the building.

Anything which is fixed to the building or forms part of the site and has done since 1 July 1948 is treated as part of the listed building (for example, walls and outbuildings). This means that you must apply for consent to alter or carry out work on any part of the building or site.

6 **Putting up an advertisement on a listed building**

You must have Listed Building Consent to put a sign on a listed building. This may not apply if you are replacing a sign we have already agreed to with one which meets the standards we set for the first sign.

7 **How to apply for Listed Building Consent**

Please send us **four** sets of your plans with the scale and north point clearly shown (5 sets for applications in Lancing and Sompting). It would help us if these plans are size A3 or A4. One copy of the plans must be coloured to show the work you are applying for.

Your plans must all be prepared using the metric scale. You should include the following:

- A location plan using an Ordnance Survey map at a scale of 1:1250. The site must be outlined in red.
- A block plan at a scale of 1:500 showing the site and all neighbouring properties. You should show the location of the building (highlighted in red) and the location of any new buildings. You should show the location of any existing or proposed access. You should also highlight in blue the boundary of any other land you own which joins the site.
- Detailed plans at a scale of 1:50 or 1:100 showing the building. Your plans, elevations and sections should use colour to show the difference between existing and new work.

Continued over the page

Your plans and sections should include all materials to be used, elevations of all sides of the building as they are now and as they wil be. If the building faces onto a street, the elevations should show the details of buildings next door and the position, type and dimensions of the foundations, walls, roofs and chimneys of the buildings. Full details of all materials, colours and finishes used in the buildings as they are now should also be supplied. If you are putting up a new shopfront you must give full details of all the materials, finishes and colours you will use and an elevation to a scale of 1:20

If you are planning to put up new buildings, you should provide details of these, even if you do not yet have planning permission.

8 Certificate

We cannot accept an application for Listed Building Consen[redacted] of four certificates with it signed by or on behalf of the applicant. Please read the declaration carefully before you sign.

If you are not the owner or a tenant with at least seven years of tenancy remaining, you will have to give notice to the owners and fill in Certificate B. Certificates C and D are only relevant if you have tried to trace the other owners and have failed. You can get copies of these certificates and notices from the Planning Office. If you are the owner, fill in Certificate A on page 3.

9 Building Regulations and planning permission

These notes only cover Listed Building Consent. You may also need to apply for planning permission and for approval under the Building Regulations. You can get forms and further information from the Planning Office.

Please send your application to:

Chief Officer
Planning and Development Services
Civic Centre
Ham Road
Shoreham by Sea
West Sussex
BN43 6PR

Phone: 01273 263222
Fax: 01273 263203
E-mail: developmentcontrol@adur.gov.uk

Before sending your application please make sure you have:

- answered all the questions;
- signed and dated the application form;
- signed and dated certificate A (or certificate B if you do not own all the land);
- enclosed four sets of your plans (one must be coloured to show the work you are applying for); (5 sets for applications in Lancing and Sompting).

Remember that an agent can sign the form and certificate for you.

PLANNING ... UNCIL
PLAN No. ADC/0617/07
DATE RECEIVED 16 OCT 2007

Design and Access Statement for

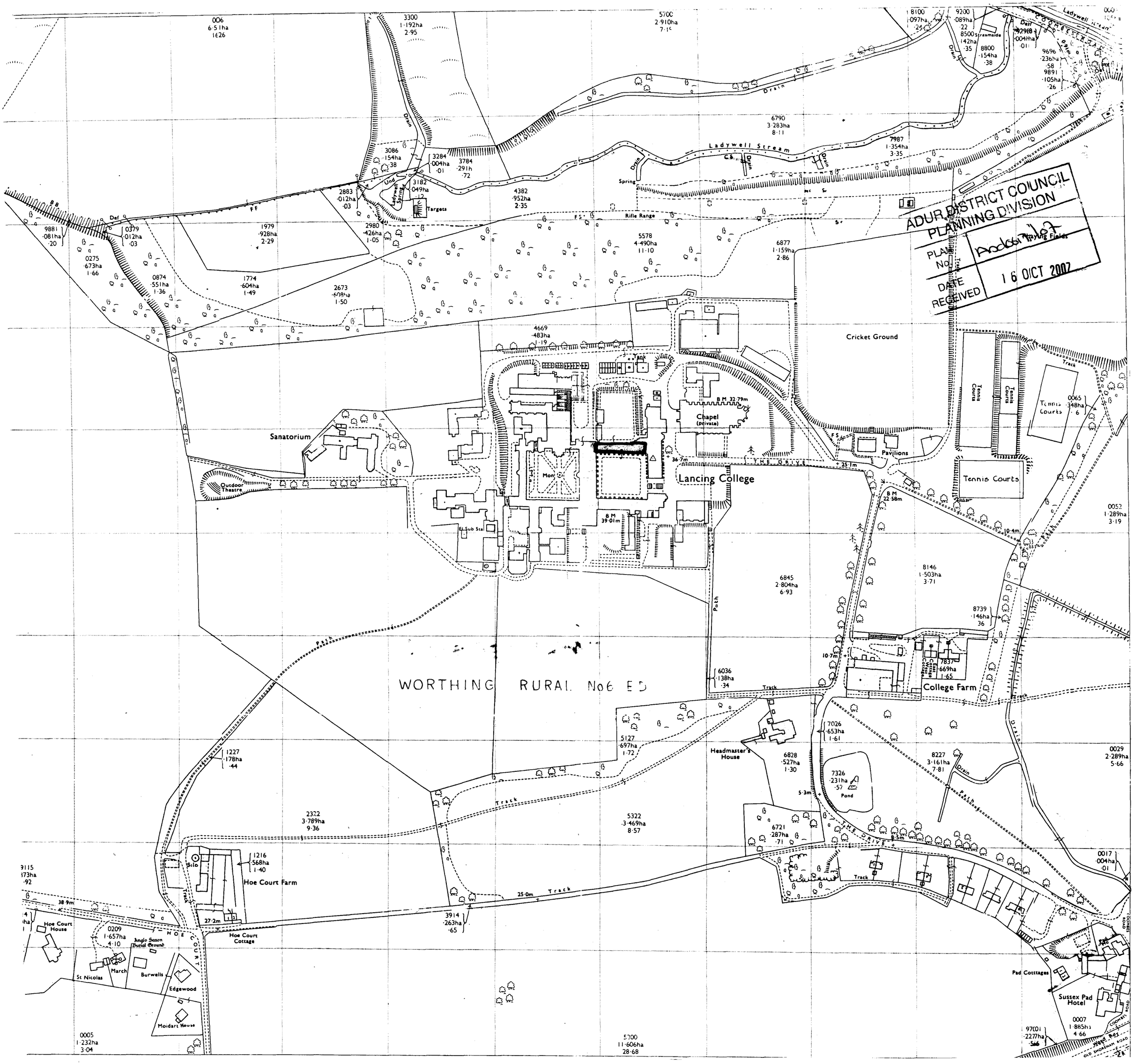
Lancing College – Seconds House 2nd Floor Sub-division

1. Historically – Seconds House was constructed in the 1860's as a student boarding house. Originally the boarding rooms were large open plan rooms sleeping upwards of 16 pupils. Whilst some of these open plan dormitories were sub-divided many years ago; two however still remain. These two being the subject of this application.

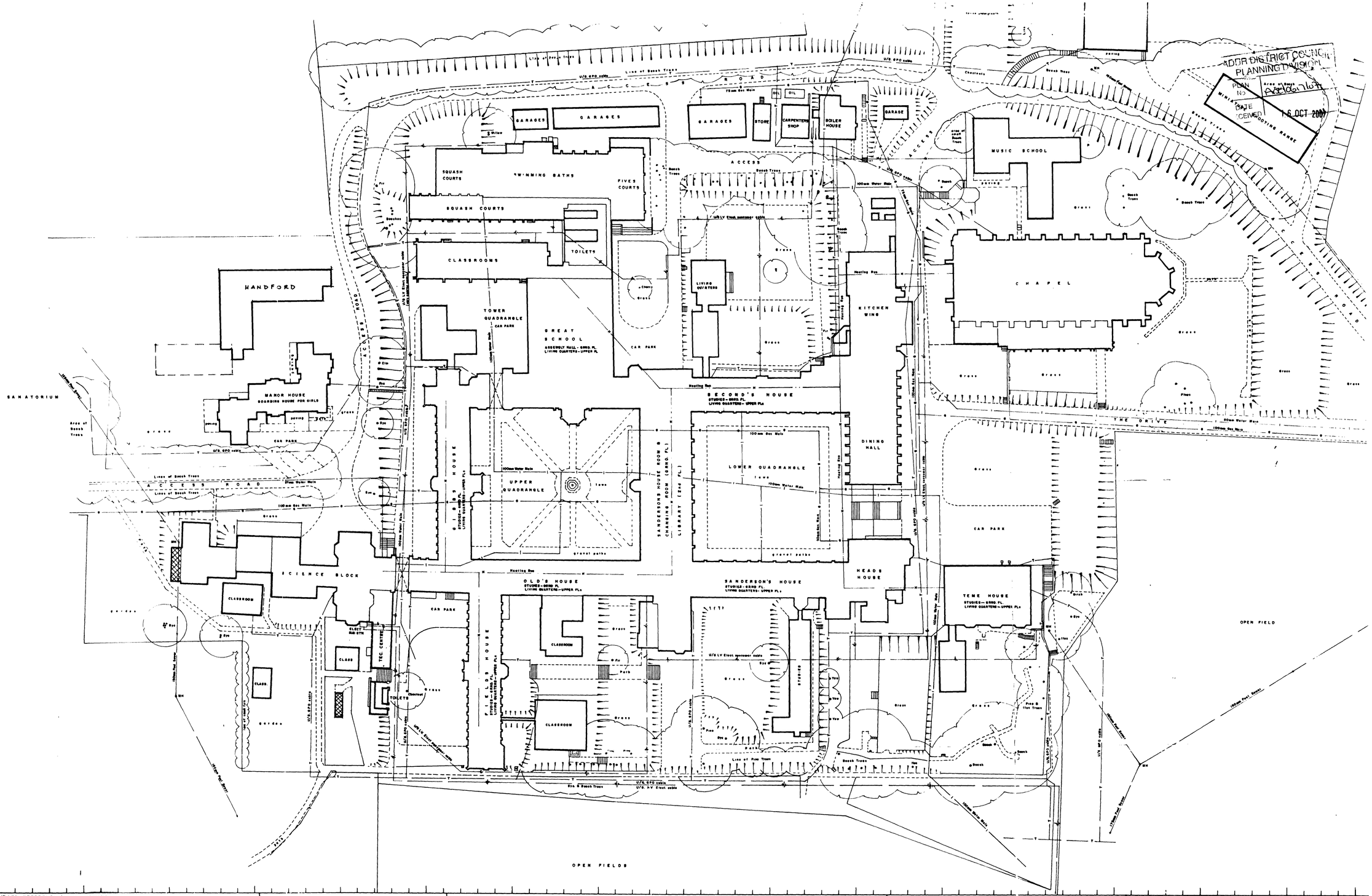
2. Justification – whilst open plan dormitories were acceptable many years ago, the boarding standards now insist on student privacy. With the possible exception of third form pupils where three bedded rooms are both acceptable and desirable; all other year groups must now be in one or two bedded rooms.

3. Design - care has been take to ensure that the sub-division of these two rooms avoid disturbance to existing windows and the internal fabric generally. Where it has been necessary to locate a partition within a window it has been positioned at a vertical mullion. The sub-division of these open plan rooms are constructed in lightweight timber partitions faced with plasterboard. None of existing flooring; ceilings or internal wall surfaces are disturbed. The whole of the work is easily removable with no detrimental effect to the existing fabric; ie: these proposals are totally reversible.

Nigel Norton Associates (Agent) 15th October 2007



ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No.
DATE RECEIVED
16 OCT 2007
Ladywell Stream
Drain
Rifle Range
Targets
Sanatorium
Outdoor Theatre
Lancing College
Chapel (private)
Cricket Ground
Tennis Courts
Pavilions
THE DRIVE
Track
Path
WORTHING RURAL No6 ED
College Farm
Headmaster's House
Pond
Hoe Court Farm
Hoe Court House
Hoe Court Cottage
Anglo Saxon Burial Ground
St Nicolas
March
Burwells
Edgewood
Moidart House
Pad Cotttages
Sussex Pad Hotel
Wood Bay



STANDARD REFERENCE (where applicable)

Overhead Shown Thus
Overhead Shown Thus

Electricity Cable O/H
Electricity Cable U/G
G.P.O. Cable O/H
G.P.O. Cable U/G

ABBREVIATIONS

ARS	Air Raid Shelter	CM	Cable Marker	HD	Heating Duct	RG	Road Gully
AV	Air Valve	FE	Electricity Pole	IC	Inspection Cover	RWP	Rain Water Pipe
CE	Cleaning Eye	FA	Fire Alarm	IL	Invert Level	SC	Stop Cock
CL	Cover Level	FH	Fire Hydrant	LP	Lamp Post	SV	Stop Valve
CP	Catch Pit	FL	Floor Level	MH	Manhole	TP	Telegraph Pole
DP	Down Pipe	G	Gully	POT	P.O. Telephone I.C.	VP	Vent Pipe
ECP	Electricity Cable Pit	Hyd	Hydrant	PRV	Press. Rad. Valve		

Fences
Fence Types
CB Close Boarded
CL Chain Link
CP Chestnut Paling
PW Post and Wire
CLP Chain Link on r.c. Posts
WM Wire Mesh

FOR FULL REFERENCE TRAVERSE DIAGRAM, SCHEDULES, ETC., SEE DRAWING NUMBER

NOTES

TRUE NORTH DIRECTION SHOWN IS INDICATIVE ONLY

THE DETAILS SHOWN HEREON RELATING TO ALL UNDERGROUND SERVICES ARE AS OBTAINED BY NORMAL SURVEY OBSERVATION AND METHODS AND BY REFERENCE TO AVAILABLE RECORDS ALTHOUGH ALL REASONABLE EFFORTS HAVE BEEN MADE, NO GUARANTEE CAN BE GIVEN FOR THE COMPLETENESS OR ACCURACY OF THIS INFORMATION

LANCING COLLEGE
RECORD OF SURVEY
DEVELOPMENT PLAN

Scale 1:500 — 0 5 10 15 20 25 — 75 — 100m

NOTE —

THIS DRAWING IS BASED UPON DRG NO 10 REF. F99 BY PETER FLEMING FRIBA CHARTERED ARCHITECT WEST ASHLING.

SHEET 1 OF 1

See also drawings Nos.

N

DATE OF SURVEY

JANUARY 1979

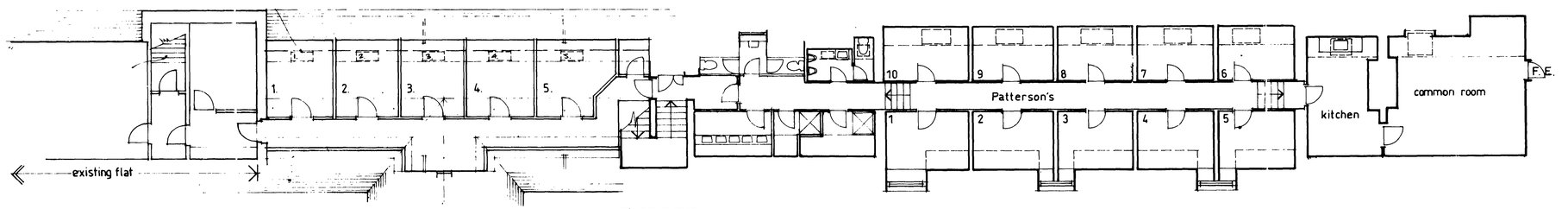
Scale: 1:500

DRAWN PT

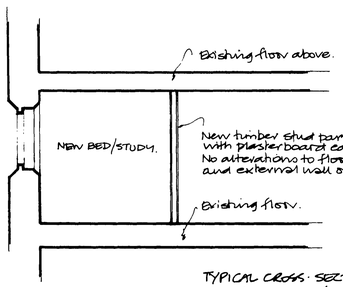
CHECKED RAP

S.E. LAND SURVEYS INCORPORATED SU
2/3 CHURCHILL CO
112 THE STREET
RUSTINGTON SUSS
tel Rustington (0908

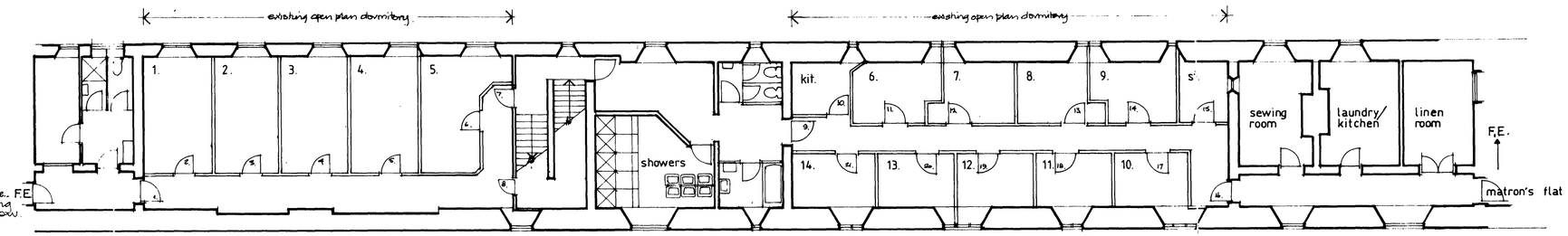
ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. Ard06767
DATE RECEIVED 16 OCT 2007



THIRD FLOOR



TYPICAL CROSS-SECTION THRO' NEW BED/STUDY.



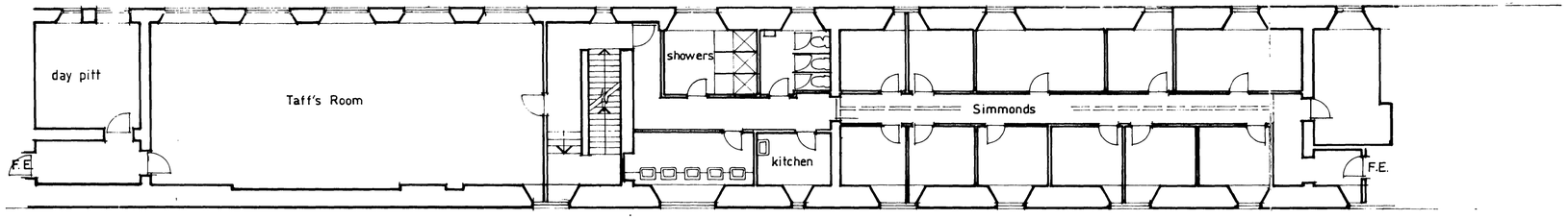
SECOND FLOOR

5 No. new double bed/studies

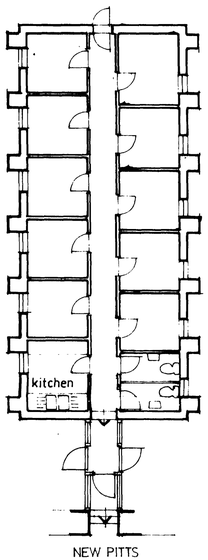
Convert existing open plan dormitory into 5 No. double bed/studies with new partitions in timber studwork – totally reversable. No alterations or disturbance to existing fabric.

9 No. new single bed/studies

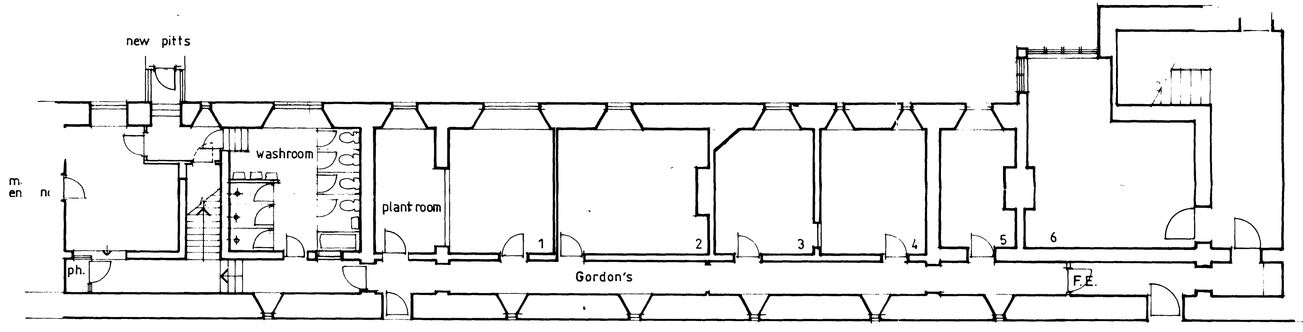
Convert existing open plan dormitory into 9 No. single bed/study inc kitchen and store with new partitions in timber stud – totally reversible No alterations or disturbance to existing fabric.



FIRST FLOOR



NEW PITTS



GROUND FLOOR

proposed conversion of open plan dormitories to 14No. individual bed/study rooms

Seconds House. Lancing College

1:100, June 2007 dwg no: LCSH/10A

Revision A – 10/9/07. Additional notes and cross-section added.