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. Ad003467
Date Received 16 OCT 2007
Fee 135
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 ADUR DISTRICT COUNCIL	Name STEVE HILL
Address CIVIC CENTRE, HAM ROAD, SHOREHAM-BY-SEA, BN43 6PR	Address (SEE APPLICANT)
Tel. No. [redacted]	Tel. No. 01273 263396

2. Type of Application (see Note 2)

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

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 3/10/05
Application No. SU/215/05/TP
Condition No.

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

CITIZENS ADVICE BUREAU
POND ROAD, SHOREHAM-BY-SEA
WEST SUSSEX BN43 5WU

(EAST BUILDINGS)

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

(c) Area of site 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)	USE OF TEMPORARY BUILDING ON SITE AS A CITIZENS ADVICE BUREAU (OFFICES FOR A NOT FOR PROFIT CHARITABLE ORGANISATION) RENEWAL OF TEMPORARY PERMISSION UNTIL 31/1/13

(e) State whether the proposal involves:-

		State Yes or No
(i)	New building(s) or structure(s)	NO
(ii)	Alteration or e[redacted](s)	NO
(iii)	Construction of a [redacted]lar access to a highway) pedestrian	NO / NO
(iv)	Alteration of an existing access to a highway) vehicular /) 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
(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	
(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	[redacted]
(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) SOAKAWAYS
(ii) How will foul sewage be disposed of? (ii) PUBLIC SEWER
(e.g. mains, cesspit, etc.)

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)

EV29 SCALE 1:1250

7. Fees (See Note 7)
If a fee is submitted please give the amount £ 135

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

DATE . . 10/10/07 . . . . . SIGNED . [redacted] . . . . . .

on behalf of
(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~~ ~~*myself~~ ~~given requisite notice to every person other than~~ ~~who, on the day~~ ~~The applicant has~~ ~~himself/herself~~ ~~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 . [redacted] . . . . .
On behalf of . DDUK DC . . .
Date . . 10/10/07 . . .

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)

ADUR DISTRICT COUNCIL
PLANNING DIVISION

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	PLAN No.	A/c/0636/07
		DATE RECEIVED	16 OCT 2007
2. Name and address of proposed occupier and type of business	SHOREHAM & SOUTHWICK CITIZENS ADVICE BUREAU		
3. Is the proposal related to an existing use on or near the site? If so, please explain the relationship.	State Yes or No: NO		
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) NIL m^2	NIL m^2	NIL m^2
(b) What is the amount of office floor space?	(b) 230 m^2	NIL m^2	230 m^2
(c) What is the amount of retail floor space?	(c) NIL m^2	NIL m^2	NIL m^2
(d) What is the amount of storage or warehousing floor space?	(d) NIL m^2	NIL m^2	NIL m^2
(e) Other uses(please specify).....	(e) ..... m^2	..... m^2	..... m^2
.....	..... m^2	..... m^2	..... m^2
TOTALS			

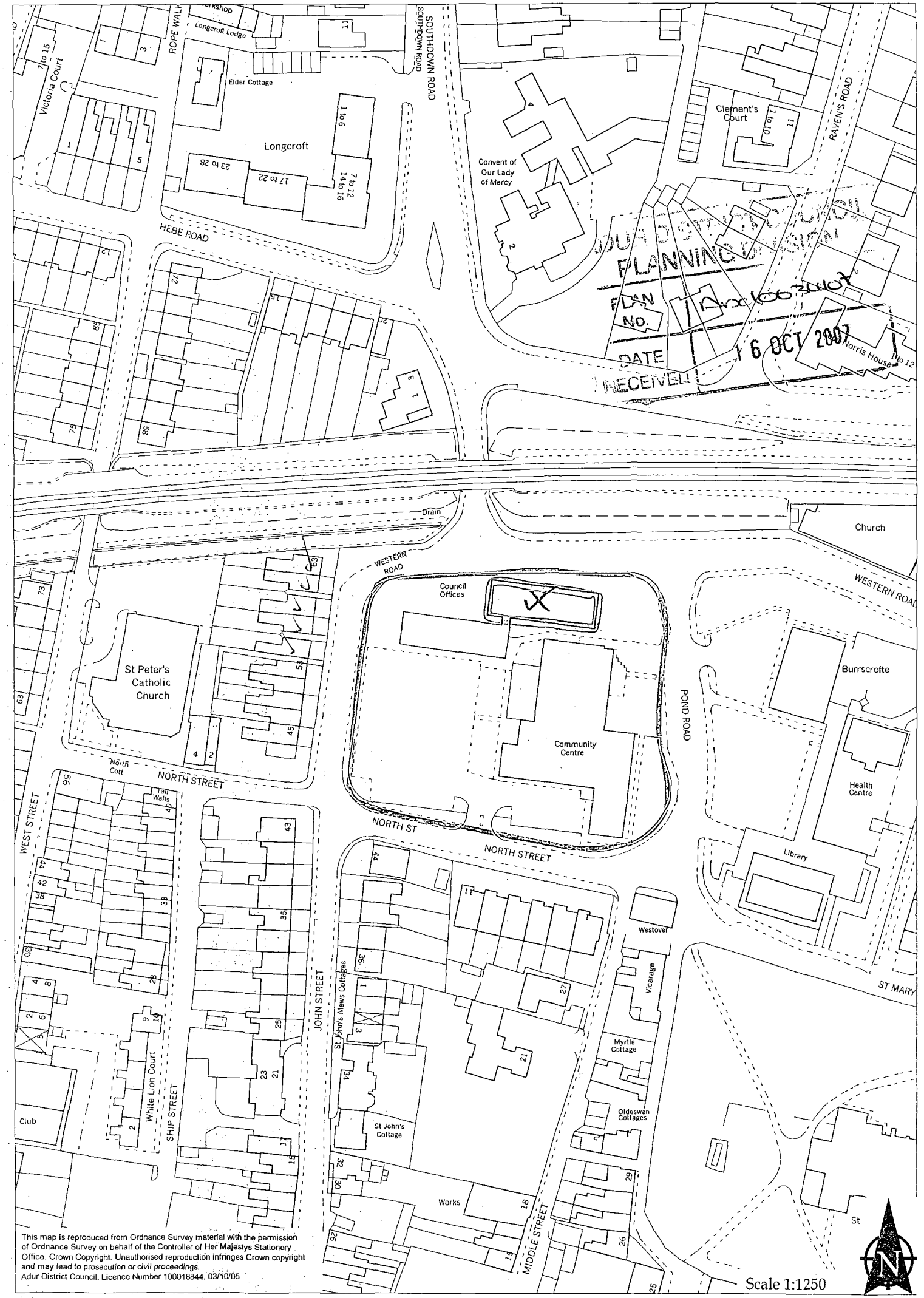
6. Staff

	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) 12		N/A		N/A	
(b) How many new staff will be employed on the site as a result of the development?	(b)					
(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.

C.P.1(Pt.2)

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) N/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	NONE PUBLIC CAR PARK ADJACEN 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)	NOT KNOWN
10.	What is the nature, volume and proposed means of disposal of any trade effluents or trade refuse?	NONE
	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



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