

Planning Services, Adur & Worthing Councils

Portland House,
44 Richmond Road,
Worthing,
West Sussex,
BN11 1HS

Tel : 01903 221065
websites : www.adur.gov.uk or www.worthing.gov.uk
e-mail : planning@adur-worthing.gov.uk



Application for Planning Permission

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	Fitzalan Howard Day Centre
Address Line 1	Pavilion Road
Address Line 2	Gaisford
Address Line 3	West Sussex
Town/city	Worthing
Postcode	BN14 7EF

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

Easting (x)	Northing (y)
514002	103446

Description

Applicant Details

Name/Company

Title

Miss

First name

Kayleigh

Surname

Botha

Company Name

Address

Address line 1

6 Danehurst Crescent

Address line 2

Address line 3

Town/City

Horsham

County

West Sussex

Country

United Kingdom

Postcode

RH13 5HS

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Site Area

What is the measurement of the site area? (numeric characters only).

Unit

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

Please describe details of the proposed development or works including any change of use

Change of use: From a day centre caring for adults with special needs to a children's day nursery (Use Class E – Childcare), providing early years education and childcare facilities for the local community, to fill the demand for childcare. So, to become an asset in the community.

The day nursery will operate Monday to Friday between 07:30 and 18:00. No operations are proposed outside these hours, and the nursery will be closed on weekends and public holidays unless otherwise agreed. This closely mirrors the current use of the building and traffic flow. Staff and child numbers will be controlled to ensure safe operation and to minimise any impact on neighbouring occupiers.

The proposal involves only minor internal alterations to facilitate nursery use, including the provision of playrooms, quiet/rest areas, staff facilities, storage, and sanitary accommodation suitable for children. The external alterations would include a fence for the children's security, and the building's appearance will remain largely unchanged.

Access to the site will remain as existing. Drop-off and pick-up times will be managed to avoid congestion, with staggered arrival and departure times encouraged. The development is not expected to generate traffic levels that would be detrimental to highway safety or the free flow of traffic.

The proposed use will operate within standard daytime hours and is not expected to result in unacceptable noise, disturbance, or loss of privacy. Outdoor play, when provided, will be appropriately managed and limited to reasonable daytime periods. Overall, the development will respect the amenity of neighbouring properties.

The proposed development supports local and national planning policies that encourage the provision of community facilities and childcare services. Day nurseries are widely recognised as essential infrastructure that supports working families and the local economy. This aligns with the government's initiative to increase the availability of government-funded childcare hours to support working parents.

In summary, the proposed change of use to a day nursery represents a sustainable and appropriate form of development. It will make effective use of an existing building, provide an important community facility, and operate within controlled hours to ensure no adverse impact on the surrounding area. The proposal is therefore considered acceptable in planning terms.

Has the work or change of use already started?

- ☐ Yes
☒ No

Existing Use

Please describe the current use of the site

The property currently operates as a specialist day service facility for adults with complex needs. It provides a wide range of daytime activities, including sensory therapy, developmental progression activities, and outdoor engagement, very similar to what I would offer the children in my care in the same building.

The centre operates on Monday to Friday, approximately 08:00–16:30, and does not function as a residential facility. The adults with Special Education Needs are dropped off and picked up every day, creating traffic patterns that mirror those at a children's nursery.

Internally, the building comprises a series of activity and therapy rooms, staff offices, a kitchen/dining area, accessible WC facilities, and ancillary spaces designed to meet the needs of its users. This would structurally remain the same in my proposal. Externally, there is a secure garden on both wings of the building, with parking in the surrounding area to accommodate the comings and goings of staff and adults with needs. This would also remain the same, with only a fence as the exception to ensure the children's safety.

The Fitzalan Howard Day Centre currently accommodates several adults with learning disabilities, attending on a pre-booked and structured basis. Attendance varies throughout the week, with service users arriving and departing each day.

The centre is staffed daily by many staff members, including support workers, supervisory staff, and management.

The comings and goings associated with the current use are therefore regular but controlled, occurring primarily during daytime hours and reflecting a long-established community care use. Vehicular movements are limited and typically involve staff travel, community transport, taxis, and carer- or family-member drop-offs and pick-ups.

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

Materials

Does the proposed development require any materials to be used externally?

- ☒ Yes
☐ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

Brick retaining wall.

Proposed materials and finishes:

Acoustic wooden fence panelling.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- ☐ Yes
☒ No

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular 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

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- ☒ Yes
☐ No

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

Vehicle Type:

Cars

Existing number of spaces:

3

Total proposed (including spaces retained):

3

Difference in spaces:

0

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

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- ☐ Yes
☒ No

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
☒ Existing water course

☒ Soakaway

☒ Main sewer

☐ Pond/lake

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?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

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

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in [Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 \(as amended\)](#)) would apply?

☐ Yes

☒ No

Biodiversity net gain has been introduced as a general condition for planning permission. As set out in [The Environment Act 2021](#): "grants of planning permission in England [are] to be subject to a condition to secure that the biodiversity gain objective is met". Therefore, in England, all planning permissions are generally subject to biodiversity gain rules, unless they are specifically exempt or out of scope.

If you have stated that the biodiversity net gain requirement does not apply to your application you must provide the reason(s) why, and may also need to supply evidence (especially where you believe the application is eligible for the 'de minimis' exemption).

Please add all the reasons why biodiversity net gain does not apply and enter a justification for each one

Reason biodiversity net gain does not apply:

Development subject to the de minimis exemption (development below the threshold)

What best describes the size of your site?:

Under 25 square metres

Please justify the reason why biodiversity net gain does not apply:

I enquired at Joe Bloom's exception checker and recieved confirmation after having my case reviewed that I am certainly below the 25m threshold, so qualifies for the de minimis exemption. I have confirmation statments if required.

Note: Please read the help text for further information why developments may be exempt or not in scope.

Foul Sewage

Please state how foul sewage is to be disposed of:

- ☒ Mains sewer
☐ Septic tank
☐ Package treatment plant
☐ Cess pit
☐ Other
☐ Unknown

Are you proposing to connect to the existing drainage system?

- ☐ Yes
☒ No
☐ Unknown

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- ☒ Yes
☐ No

If Yes, please provide details:

Waste will be stored in suitable lidded containers within the site boundary and collected regularly by the local authority's refuse service or a licensed private waste contractor.

Have arrangements been made for the separate storage and collection of recyclable waste?

- ☒ Yes
☐ No

If Yes, please provide details:

We will be using the existing recycling waste collection service.

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- ☒ Yes
☐ No

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

The proposed day nursery will not generate any industrial or hazardous trade effluents. Waste arising from the use will be limited to domestic-type refuse typically associated with childcare facilities.

The nature of waste will include:

- General waste and non-recyclable materials
- Recyclable waste, including cardboard, plastics, and cans
- Food waste generated from snack and meal preparation
- Nappy waste, which will be securely bagged and stored hygienically prior to collection

The volume of waste is expected to be low to moderate and comparable to that of other small businesses or educational uses. Waste will be stored in suitable lidded containers within the site boundary and collected regularly by the local authority's refuse service or a licensed private waste contractor.

All wastewater and effluent generated by the nursery will be limited to foul water from WCs, handwashing facilities, and kitchen sinks, and will be disposed of via the existing mains foul drainage system. No chemicals, oils, or pollutants will be discharged into the drainage system. The proposed use is therefore not expected to result in any adverse impact on the local drainage infrastructure or the environment.

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- ☐ Yes
☒ No

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?
Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

- ☒ Yes
☐ No

Please add details of the Use Classes and floorspace.

Use Class:
E(f) - Creche, day nursery or day centre - Except where including a residential use

Existing gross internal floorspace (square metres) (a):
326

Gross internal floorspace to be lost by change of use or demolition (square metres) (b):
0

Total gross new internal floorspace proposed (including changes of use) (square metres) (c):
326

Net additional gross internal floorspace following development (square metres) (d = c - a):
0

Totals	Existing gross internal floorspace (square metres) (a)	Gross internal floorspace to be lost by change of use or demolition (square metres) (b)	Total gross new internal floorspace proposed (including changes of use) (square metres) (c)	Net additional gross internal floorspace following development (square metres) (d = c - a)
	326	0	326	0

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

- ☒ Yes
☐ No

Existing Employees

Please complete the following information regarding existing employees:

Full-time

8

Part-time

0

Total full-time equivalent

8.00

Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time

7

Part-time

2

Total full-time equivalent

8.00

Hours of Opening

Are Hours of Opening relevant to this proposal?

- ☒ Yes
☐ No

Please add details of the of the Use Classes and hours of opening for each non-residential use proposed.

If you do not know the hours of opening, select the Use Class and tick 'Unknown'

Use Class:

E(f) - Creche, day nursery or day centre - Except where including a residential use

Unknown:

No

Monday to Friday:

Start Time:

07:30

End Time:

18:00

Saturday:

Start Time:

End Time:

Sunday / Bank Holiday:

Start Time:

End Time:

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

☐ Yes

☒ No

Is the proposal for a waste management development?

☐ Yes

☒ No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

☐ Yes

☒ No

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

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

PREAPP/0176/25

Date (must be pre-application submission)

27/11/2025

Details of the pre-application advice received

I had a meeting with Reena Mehta regarding Development & Business Projects at Planning Consultations on Tuesday, 20th January 2026. The advice I received was to complete a full planning application to apply for a Change of Use to Class E.

(I also paid £180 for a Pre-Planning Advice from Rebekah Hincke on 27th November 2025, however still awaiting a response, the advice has not yet been received).

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

Certificates under Article 14 - Town and Country Planning (Development Management Procedure)
(England) Order 2015 (as amended)

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- Can you give appropriate notice to all the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

- ☒ Yes
- ☐ No

I certify/ The applicant certifies that:

- * "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

**** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990**

Owner/Agricultural Tenant

Name of Owner/Agricultural Tenant: ***** REDACTED ***** House name: Methold House Number: Suffix: Address line 1: North Street Address Line 2: Town/City: Worthing Postcode: BN11 1DU Date notice served (DD/MM/YYYY): 21/01/2026 Person Family Name:

Person Role

- ☒ The Applicant
- ☐ The Agent

Title

--

First Name

Kayleigh

Surname

Botha

Declaration Date

21/01/2026

☒ Declaration made

Declaration

I/We hereby apply for Full planning permission 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

Kayleigh Botha

Date

21/01/2026