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

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.

1. Site Address

Number	
Suffix	
Property name	Land east of 1 to 11 Mercury House
Address line 1	Ham Road
Address line 2	
Address line 3	
Town/city	Shoreham-By-Sea
Postcode	BN43 6PA

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

Easting (x)	522016
Northing (y)	105143

Description

Old Adur Civic Site

2. Applicant Details

Title	Ms
First name	Charlotte
Surname	Pook
Company name	Focus 4 U Limited
Address line 1	Focus House
Address line 2	Ham Road
Address line 3	
Town/city	Shoreham-By-Sea
Country	UK

2. Applicant Details

Postcode	BN43 6PA
Primary number	
Secondary number	
Fax number	
Email address	

Are you an agent acting on behalf of the applicant? ○ Yes ◉ No

3. Agent Details

No Agent details were submitted for this application

4. Site Area

What is the measurement of the site area? (numeric characters only).	68356.00
Unit	sq.metres

5. Description of the Proposal

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

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.

We are renting this piece of land, which is currently up for sale, to use as an overflow car park. This site was previously the old Adur and Civic Centre Office.

Has the work or change of use already started? ◉ Yes ○ No

If yes, please state the date when the work or change of use started (date must be pre-application submission) DD/MM/YYYY	27/08/2019

Has the work or change of use been completed? ◉ Yes ○ No

If Yes, please state the date when the work or change of use was completed (date must be pre-application submission)	27/08/2019

6. Existing Use

Please describe the current use of the site

The site is derelict and unused whilst waiting to be sold and built upon. Whilst the space is unused, we have agreed with the Council to rent this on a monthly basis to use as an overflow car park for our staff.

Is the site currently vacant? ◉ Yes ○ No

If Yes, please describe the last use of the site

The old Adur & Civic Centre

When did this use end (if known)? DD/MM/YYYY	

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

6. Existing Use

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

7. Materials

Does the proposed development require any materials to be used? ○ Yes ◉ No

8. 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

9. Vehicle Parking

Is vehicle parking relevant to this proposal? ◉ Yes ○ No

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	100	40	-60

10. 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 may need to provide a full tree survey, at the discretion of your local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside your application. 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 design, demolition and construction - Recommendations'.

11. 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 a 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

11. Assessment of Flood Risk

- [ ] Existing water course
- [ ] Soakaway
- [ ] Main sewer
- [ ] Pond/lake

12. 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

13. Foul Sewage

Please state how foul sewage is to be disposed of:

- [ ] Mains Sewer
- [ ] Septic Tank
- [ ] Package Treatment plant
- [ ] Cess Pit
- [ ] Other
- [x] Unknown

Are you proposing to connect to the existing drainage system? ○ Yes ◉ No ○ Unknown

14. 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

15. Trade Effluent

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

16. Residential/Dwelling Units

Due to changes in the information requirements for this question that are not currently available on the system, if you need to supply details of Residential/Dwelling Units for your application please follow these steps:

1. Answer 'No' to the question below;
2. Download and complete this supplementary information template (PDF);

16. Residential/Dwelling Units

3. Upload it as a supporting document on this application, using the 'Supplementary information template' document type.

This will provide the local authority with the required information to validate and determine your application.

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

17. All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? ○ Yes ◉ No

18. Employment

Will the proposed development require the employment of any staff? ○ Yes ◉ No

19. Hours of Opening

Are Hours of Opening relevant to this proposal? ◉ Yes ○ No

If known, please state the hours of opening (e.g. 15:30) for each non-residential use proposed:

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Unknown
A1 - Shops	Start Time: 08:00 End Time: 20:00	Start Time: End Time:	Start Time: End Time:	

20. 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:

None - apart from potential buyers running test which is dealt with separately by the Council. We are not involved in this, we just make sure the car park is closed when potential buyers require access to site.

Is the proposal for a waste management development? ○ Yes ◉ No

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make it clear what information it requires on its website

21. Hazardous Substances

Does the proposal involve the use or storage of any hazardous substances? ○ Yes ◉ No

22. 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

If Other has been selected, please provide contact details:

Contact name:

Title

First name

22. Site Visit

Surname	
Telephone number	
Email address:	

23. 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	
Surname	
Reference	Ham Road, Shoreham-By-Sea, BN43 6PA

Date (Must be pre-application submission)

Details of the pre-application advice received

Planning permission will be required for a change of use. The application forms can be submitted electronically via the Planning Portal https://www.planningportal.co.uk/apply or Planning Application forms are available on our website https://www.adur-worthing.gov.uk/planning-forms/

If you only require pre-application advice, there is a charge for pre-application advice in regards to whether the Council would support a Planning application in principle.
Below is a link to our website. Once we are in receipt of the application form and relevant fee, your enquiry will be allocated to an Officer.
https://www.adur-worthing.gov.uk/planning/applications/do-i-need-permission/

24. 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. ○ Yes ◉ No

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?

25. Ownership Certificates and Agricultural Land Declaration

CERTIFICATE OF OWNERSHIP - CERTIFICATE D - Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/The applicant certifies that: - Certificate A cannot be issued for this application - All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant of any part of the land to which this application relates, but I have/the applicant has been unable to do so.**

*** '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**

The steps taken were:

Planning permission requested to change the use of land

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated)	N/A

25. Ownership Certificates and Agricultural Land Declaration

On the following date (which must not be earlier than 21 days before the date of the application) (DD/MM/YYYY)	13/02/2020

Person role

- ○ The applicant
- ◉ The agent

Title	Mr
First name	Ralph
Surname	Gilbert
Declaration date (DD/MM/YYYY)	13/02/2020

☑ Declaration made

26. Declaration

I/we hereby apply for planning permission/consent as described in this form 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. ☑

Date (cannot be pre-application)	13/02/2020