ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN

Application for Planning Permission
Town and Country Planning Act 1990

18 FEB 2008

Publication of planning applications on council web sites
Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.
If any other information that is provided as part of the application which falls within the definition of personal data under the Data Protection Act and is not to be published on the council's website, please contact the council's planning department.

1. Applicant Name, Address and Contact **Details**

Title: Mr | First name: Clive | Surname: Robinson

Company name: Wetton Cleaning Services Ltd

Street address: Wetton House
278-280 St James's Road

Town/City: London
County:
Country:
Postcode: SE1 SJX

	Country Code	National Number	Extension Number
Telephone number:	[redacted]	[redacted]	
Mobile number:			
Fax number:			

Email address:

Are you an agent acting on behalf of the applicant? (•) Yes ( ) No

2. Agent Name, Address and **Contact Details**

Title: | First Name: RDjW | Surname: Architects

Company name: RDjW Architects Limited

Street address: Quoin House
11 East Park

Town/City: Crawley
County: West Sussex
Country:
Postcode: RH10 6AN

	Country Code	National Number	Extension Number
Telephone number:			
Mobile number:			
Fax number:			

Email address: info@rdjwarchitects.co.uk

3. Description of the Proposal

Please describe the proposed development including any change of use:

Addition of external windows with internal alterations including a new mezzanine floor and creation of offices, kitchen, WC's and meeting room to Unit 1, Dolphin Road.

Has the building, work or change of use already started? ( ) Yes (?) No

4. Site Address Details

Full postal address of the site (including full postcode where available)

House: 0 Suffix:

House name:

Street address: Dolphin Road

Town/City: SHOREHAM-BY-SEA

County: West Sussex

Postcode: BN43 6QG

Description of location or a grid reference
(must be completed if postcode is not known):

Easting: 523271

Northing: 105161

Description:

5. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? ○ Yes ◉ No

6. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle 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

7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste? ◉ Yes ○ No

If Yes, please provide details:

Provision of communal bin stores.

Have arrangements been made for the separate storage and collection of recyclable waste? ○ Yes ◉ No

8. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? ○ Yes ◉ No

9. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the council? ○ Yes ◉ No

10. Materials

Please state what materials (including type, colour and name) are to be used externally (if applicable):

Windows - **description:**

Description of *existing* materials and finishes:

'Merlin Grey' Corus 18B25 Powder coated aluminium window units

Description *of proposed* materials and finishes:

'Merlin Grey' Corus 18B25 Powder coated aluminium window units

Lighting - add description

Description of *existing* materials and finishes:

None

Description of proposed materials and finishes:

Thorlux Juno luminaire, drum with 100W CDM-TT lamp with flat glass cover.

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement? ○ Yes ◉ No

11. Vehicle Parking

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	5	5	0
Disability spaces	1	1	0

12. Foul Sewage

Please state how foul sewage is to be disposed of:

Mains sewer [X] Package treatment plant [ ] Unknown [ ]

Septic tank [ ] Cess pit [ ]

Other

Are you proposing to connect to the existing drainage system? (•) Yes ( ) No ( ) Unknown

If Yes, please include the details of the existing system on the application drawings and state references for the plan(s)/drawing(s):

Drawing No. 3490-003

13. 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. O Yes (•) No

If Yes, you will need to submit an appropriate 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)? Q Yes (•) No

Will the proposal increase the flood risk elsewhere? O Yes (•) No

How will surface water be disposed of?

[ ] Sustainable drainage system [X] Main sewer [ ] Pond/lake

[ ] Soakaway [ ] Existing watercourse

14. 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:

a) Protected and priority species

O Yes, on the development site Q Yes, on land adjacent to or near the proposed development (•) No

b) Designated sites, important habitats or other biodiversity features

O Yes, on the development site O Yes, on land adjacent to or near the proposed development (•) No

c) Features of geological conservation importance

O Yes, on the development site Q Yes, on land adjacent to or near the proposed development (•) No

15. Existing Use

Please describe the current use of the site:

B1/B2 and B8 Commercial unit

Is the site currently vacant? (•) Yes ( ) No

If Yes, please describe the last use of the site:

None, the unit is new

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

Does the proposal involve any of the following:

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? Q Yes (•) No

Applicationadvice

If you have said Yes to any of the above, you will need to submit an appropriate contamination assessment.

16. Trees and Hedges

Are there trees or hedges on the proposed development site? Q 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 will need to provide a full Tree Survey with accompanying plan before your application can be determined. 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 construction - Recommendations'

17. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste? O Yes (•) No

18. Residential Units

Does your proposal include the gain or loss of residential units? (3 Yes (•) No

19. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss or gain of non-residential floorspace? (•) Yes O No O Unknown

Use class/type of use		Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
B1 (a)	Office (other than A2)	175,0		123.0	298.0
	Total	175.0	0.0	123.0	298,0

For hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms:

Use Class	Types of use	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	additional rooms

20. Employment

If known, please complete the following information regarding employees:

	Full-time	Part-time	Equivalent number of full-time
Existing employees	0	0	0
Proposed employees	8	0	0

21. Hours of Opening

If known, please state the hours of opening for each non-residential use proposed:

Use	Monday to Friday Start Time	Monday to Friday End Time	Saturday Start Time	Saturday End Time	Sunday and Bank Holidays Start Time	Sunday and Bank Holidays End Time	Not Known
B1A							X
B1B							X
B1C							X
B2							X
B8							X

22. Site Area

What is the site area? 195 sq.metres

23. 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:

general offices and light industrial workshop area

Is the proposal for a waste management development? ◯ Yes (•) No

24. Hazardous Substances

Is any hazardous waste involved in the proposal? ◯ Yes (•) No

25. 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? (Please select only one)

( ) The agent (•) The applicant ( ) Other person

26. Certificates (Certificate B)

Certificate of Ownership - Certificate B
Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land or building to which this application relates.

Notice recipient	Date notice served
Name: Glenbeigh Developments Ltd Number: Suffix: Street: South Road Locality: Town: Haywards Heath Postcode: RH16 4NG	15.02.2008

Title: Mr First name: Tim" Surname: Lee

Person role: Agent Declaration date: 15.02,2008 ☐ Declaration made

26. Certificates (Agricultural Holdings Certificate)

Agricultural Holding Certificate
Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

Agricultural Land Declaration - You Must Complete Either A or B

(A) None of the land to which the application relates is, or is part of an agricultural holding.

Title: Mr First name: Tim Surname: Lee

Person role: Agent Declaration date: 15.02.2008 ☐ Declaration Made

(B) I have/The applicant has given the requisite notice to every person other than myself/the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

Notice recipient	Date notice served

Title: Mr First Name: Tim Surname: Lee

Person role: Agent Declaration date: 15.02.2308 ☐ Declaration Made

27. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. ☒

Date 15.02.2008

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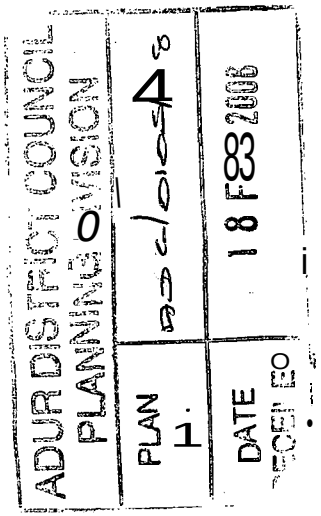

Design and Access Statement

info@rdjwarchitects.co.uk

Project Title

Unit 1

Dolphin Road

Shoreham

BN436QG

15 February 2008

Job Ref: 3490

Contact Details

RDjW Architects Limited
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RDJW

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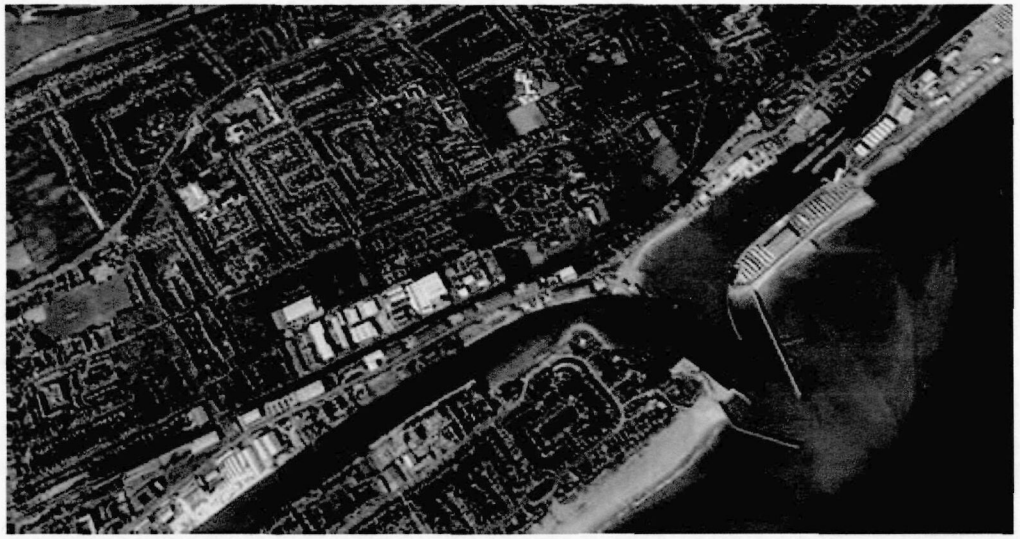
Introduction

With a view to obtaining Full Planning Approval, this statement briefly outlines our approach towards the fit-out of an existing B1/B2 and B8 commercial unit No. 1 at Dolphin Road, Shoreham.

Supported by images and sketches, this statement contains a brief site analysis and will show that the proposal responds appropriately to its built and natural context.



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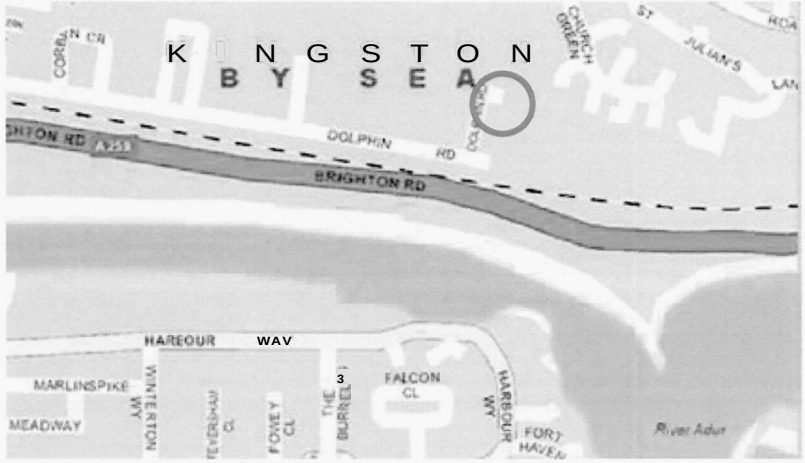
Site and Context

Location

The site is located at the end of Dolphin Road, off the A259 Brighton Road which runs parallel to the River Adur. The A259 opens onto the A27 north of the site which by-passes Shoreham and links with the A23 & A283.

The site is less than a mile from Shoreham-by-Sea mainline station. The train line runs parallel to part of Dolphin Road and to the other side of this is the A259 Brighton Road.

Dolphin Road generally consists of one and two storey commercial and light industrial units.



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Site and Context

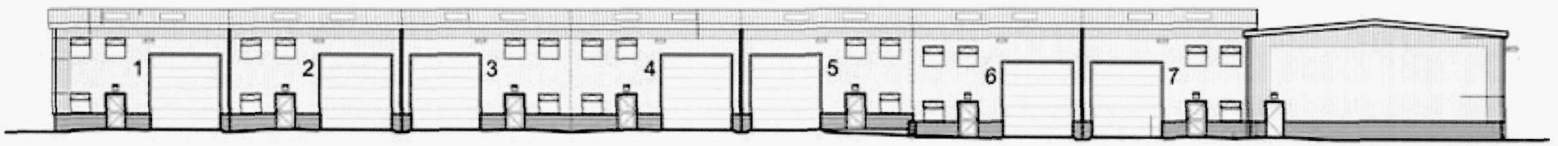
The Site

Unit 1 is the end unit of a larger B1/B2 and B8 commercial building comprising of a further 9 units with a further 2 units opposite.

It is situated on an L-shaped Brownfield site covering an area of approximately 6040m² accessed from Dolphin Road on the north boundary.

The south boundary borders the rail track, running parallel to the A259.





View of existing front elevation of units 1-7

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Site and Context

The surrounding area

The surrounding area consists generally of one and two storey commercial units.

To the south-east of the site is a telephone mast, located within an open field and a single storey flat roofed brick building.

The edge of a residential area borders the north-east corner of the site, which is separated from the site by a landscape screen.



N



1. View of similar units on Dolphin Rd to that of those on the site.



2. Two storey residential buildings located towards the north-east of the site



3. Phone mast located in open fields adjacent to the site



4. Single storey brick built flat roof service building located adjacent to the phone & radio mast

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Proposed Development

Internal Layout

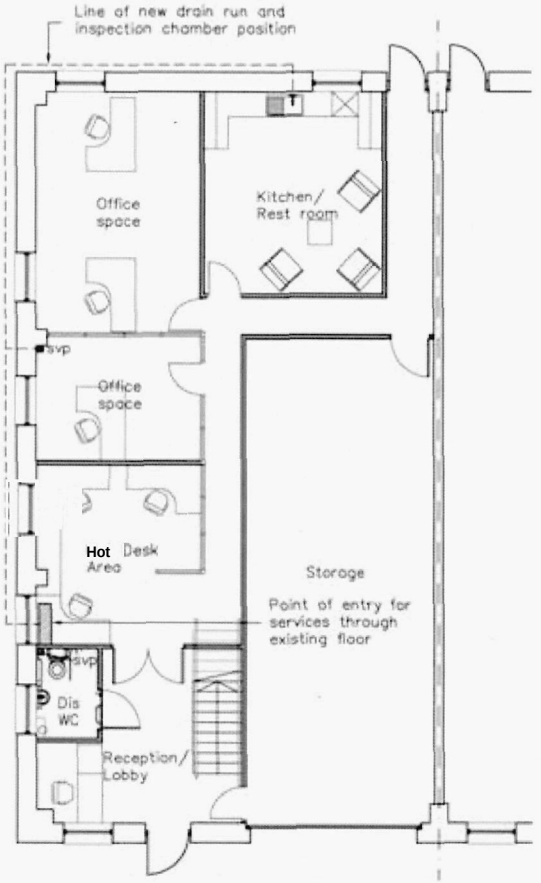
The proposal involves the erection of a mezzanine floor and the internal partitioning of unit 1 into office and workshop space with the insertion of new external windows.

The existing and proposed ground floor gross internal area is 174sqm. It consists of a reception area which houses a disabled WC and the stairs to mezzanine level. It is also linked to the workshop space by a single access door.

Behind the double doors from reception is a hot desk area and a circulation space. This leads to further offices and a kitchen/ restroom. The circulation space continues to connect the emergency escape door to the rest of the building.

The partitions between the room are half glazed demountable partitions that have good acoustic qualities while at the same time providing the flexibility for any future change in layout.

The addition of three further windows to the north elevation and two to the east elevation bring natural light into the internal spaces. This is particularly important in order to create a good working environment and maximise efficiency.



Proposed Ground Floor 1:100

Proposed internal gross area 174sqm

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Proposed Development

Internal Layout

The new mezzanine floor will be supported directly off the existing floor slab. The existing building was constructed in such a way that the ground floor slab could support the extra loading of a mezzanine floor structure meaning that no structural upgrade is necessary.

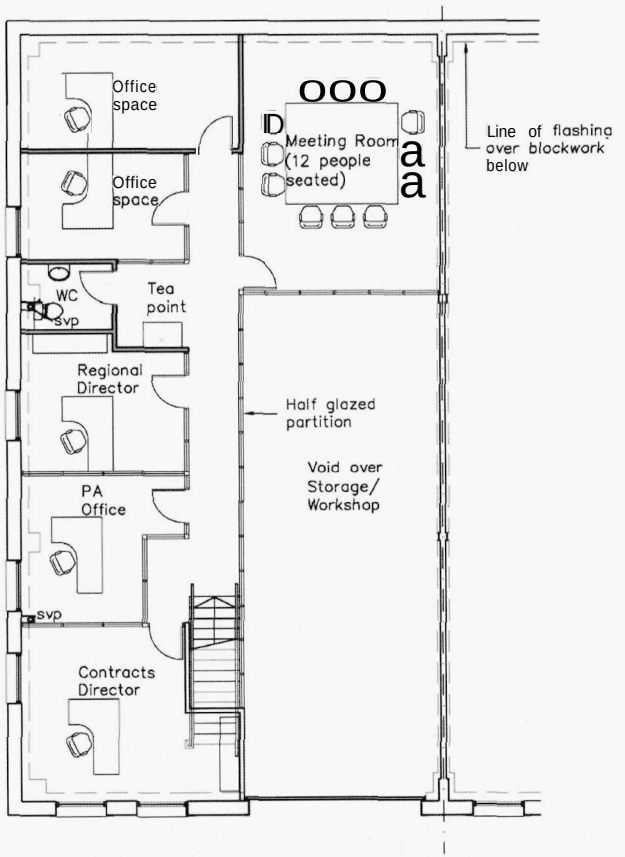
The proposed mezzanine floor gross internal area is 123sqm and consists of further offices and a meeting room that can accommodate 12 people seated.

There is a area of circulation space that overlooks the workshop area on the ground floor below.

Opposite the meeting room is a single WC with a tea point area for informal gatherings.

The partitions between the rooms are again half glazed demountable partitions except from the rear office which has full stud partitions to give more privacy.

There are two new windows added to the north elevation which provide light and natural ventilation to the internal office spaces.



Proposed Mezzanine Floor

Proposed internal gross area 123sqm

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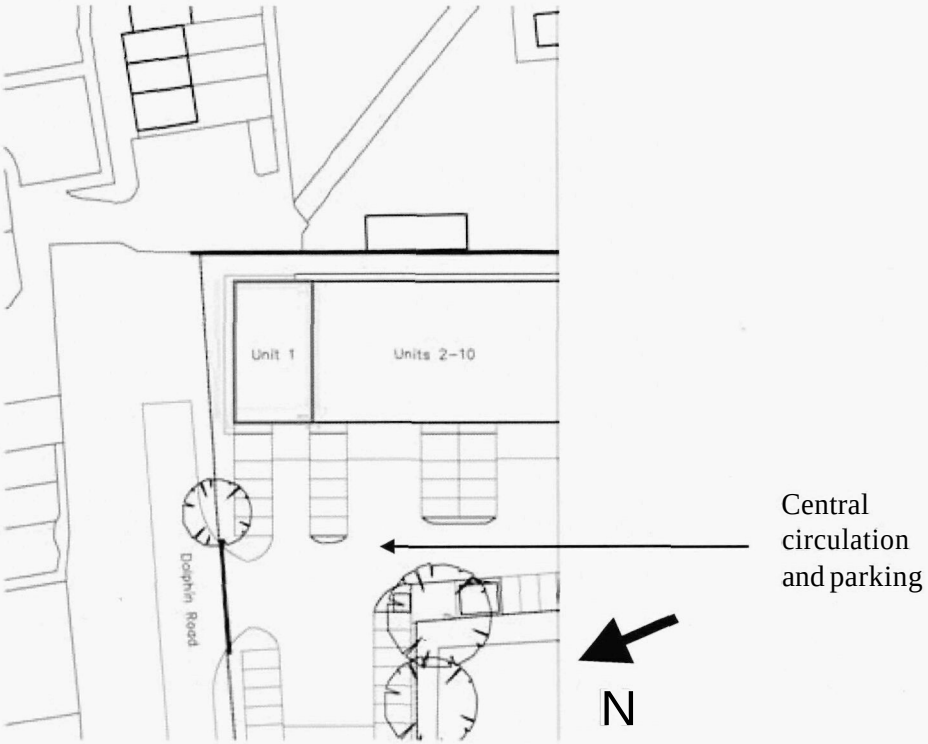
Proposed Development

Site Layout

The siting and orientation of Unit 1 allows for easy access into the site from Dolphin Road. On entering the site, the unit can be accessed by both vehicles and pedestrians from a central circulation and parking area. There are no proposed changes to this layout.

Fire escape doors to the rear of the unit opens onto a block-paved path leading to the front of the units and car parking area giving safe means of escape.



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Proposed Development

Appearance

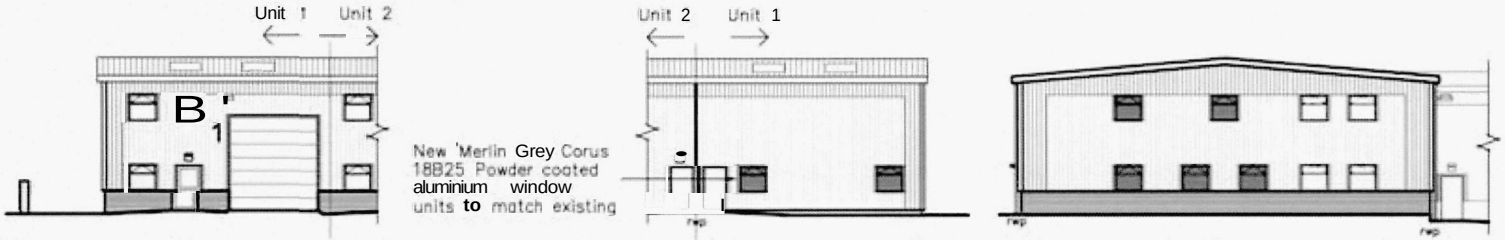
During the construction of the existing building provisions were made for future development of the units and the erection of mezzanine floors by the inclusion of four windows at mezzanine height, two to the front and two to the side of the unit. This has given the building the flexibility to adapt to the alterations with maximum ease and cost effectiveness.

The changes made to the elevations of the existing building are minimal due to the majority of the alterations happening internally.

The front elevation will remain unchanged and serving as the main frontage overlooking the circulation and parking area.

Five new windows are proposed on the side elevation, two at mezzanine level and three at ground level, in the same style and colour as the existing windows.

The rear elevation proposes two new windows at ground level but none at mezzanine level to eradicate the issue of overlooking to the site adjacent to the east boundary.



Proposed Front Elevation

Proposed Rear Elevation

Proposed Side Elevation

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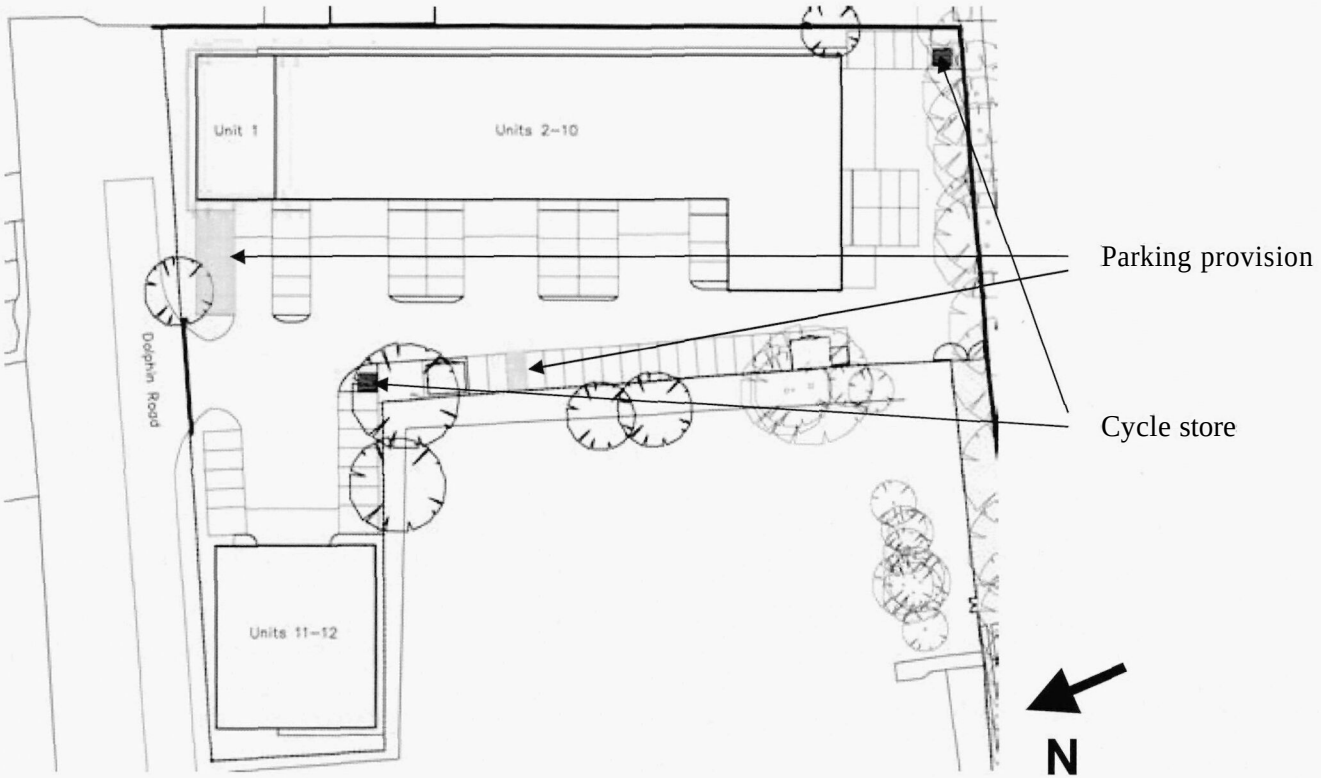
Proposed Development

Parking

Unit 1 has 6 allocated parking spaces including one disabled parking space positioned nearest to the pedestrian entrance.

Additionally, secure covered cycle parking of 1 per unit has also been provided.



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Proposed Development

Security

Unit 1 already has a lockable sectional overhead door for loading purposes and a glazed aluminium framed pedestrian entrance door leading to the reception area opening onto the parking and circulation area. At the rear there is a single timber core steel plated fire escape door with panic bolts openable only from inside.

Access to all office and workshop areas is controlled by the reception area and this stops any unauthorised visitors entering into these areas.

Appropriate lighting will be installed over the pedestrian entrance and large loading door to the front of the building to deter intruders and reduce the fear of crime occurring. A light fitting over the fire escape door to the rear of the building will be installed allowing for the illumination of the external means of escape.

The layout strategy for the unit is to provide a safe and secure environment for all users.

Unit 1 sits within a site of 12 units including circulation and parking areas and is completely enclosed by a secure metal fence and existing flint wall to the east boundary.

The flow of pedestrian and vehicle access onto the site is controlled by a large sliding lockable gate to the main entrance on Dolphin Road and a double metal gate at the south west corner for cycles and pedestrians only. Both gates are controlled by authorised users of the building only allowing for full protection against unauthorised access to the site.

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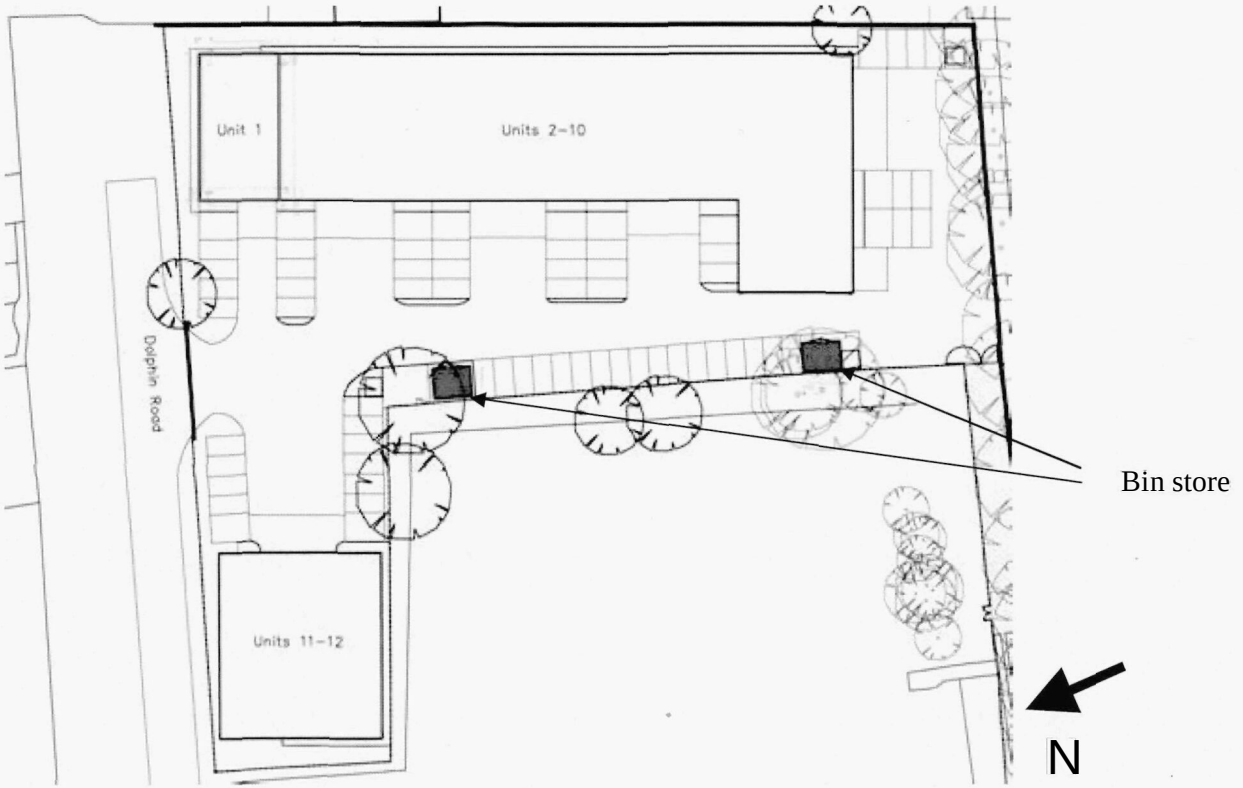
Proposed Development

Refuse disposal

To allow successful disposal of waste the site has two communal bin stores large enough to serve the waste requirements for each individual unit.



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Proposed Development

Sustainability

The sustainability strategy includes:

Re-using the existing access into the site.

The scheme intends to utilise the existing services access point linking into the existing drainage.

Avoidance of the use of substances that have a global warming potential (GWP) of 5 or more and an Ozone Depleting Potential of zero in either their manufacture or composition for all building elements.

All materials used in the construction of the project will be selected carefully with reference to current BRE standards.

All aspects of the proposals will comply with the BREEAM standards for offices and industrial uses.

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Proposed Development

Movement and Access

Vehicle access has been maintained by using the existing means of access off Dolphin Road. Pedestrian access to unit 1 is via the front entrance door which already provides level access in accordance with Part M of the Building Regulations.

The existing materials for the circulation and parking area at the front of the building is in good condition and adequate to assist in enabling movement around the site for all users.

The overall access vision of the development is to enable all users to travel around the site and building easily and enjoyably with no prejudice to any member of society.

Conclusion

This submitted full application for Planning Permission for the refurbishment fit-out of the existing B1/B2 and B8 commercial unit No. 1 at Dolphin Road, Shoreham both fulfils the functional potential and respectfully compliments the external appearance of the building.

The existing unit 1, along with all the other units within the building, has been designed and constructed in a way that makes this stage of refurbishment easier and most cost effective. This has given the existing building a flexibility that allows the internal space to be used to its full potential in conjunction with a well designed overall site setting.

The external elevations of the building are affected only minimally with the incorporation of seven new windows all in the colour and style of the existing windows therefore maintaining a sense of unity to the buildings appearance.

The placement of external windows at Mezzanine floor height has been carried out strategically with reference to the internal layout. At the same time it recognises the potential issue of overlooking onto the residential development on the north east corner of the site. The insight into this has been exercised by the exclusion of windows at mezzanine floor height to the rear elevation.

We believe that the proposed design and layout of unit 1 reflects and enhances both the nature and the styling of the site as a whole, while providing an effective and successful working environment.

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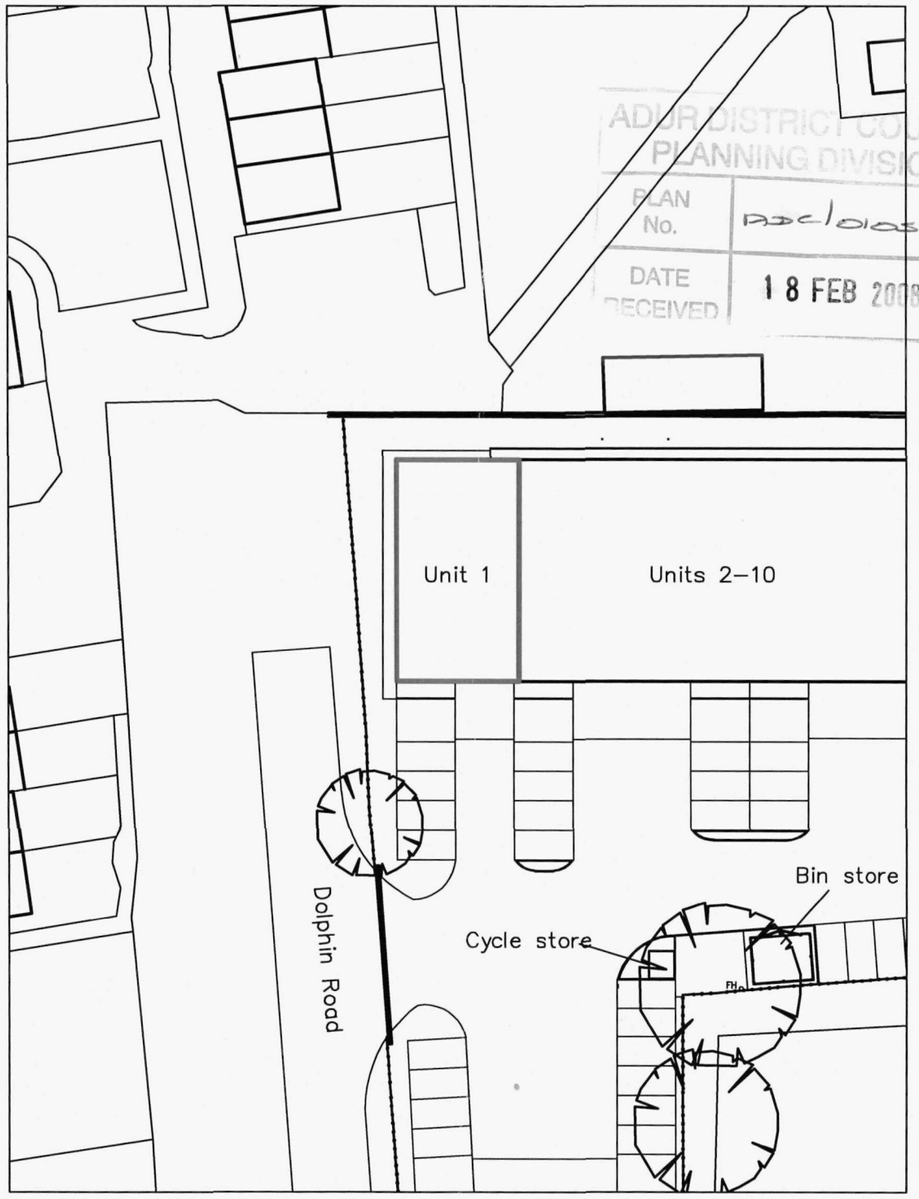
Location Plan 1:1250



Block Plan 1:500

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. ADC/0105/08
DATE RECEIVED 18 FEB 2008

RDJW ARCHITECTS
RDJW ARCHITECTS LIMITED
QUOIN HOUSE
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TEL : 01293 404300
FAX : 01293 404299
EMAIL : info@rdjwarchitects.co.uk
WEB : www.rdjwarchitects.co.uk

ISO 9001 REGISTERED FIRM

INVESTOR IN PEOPLE

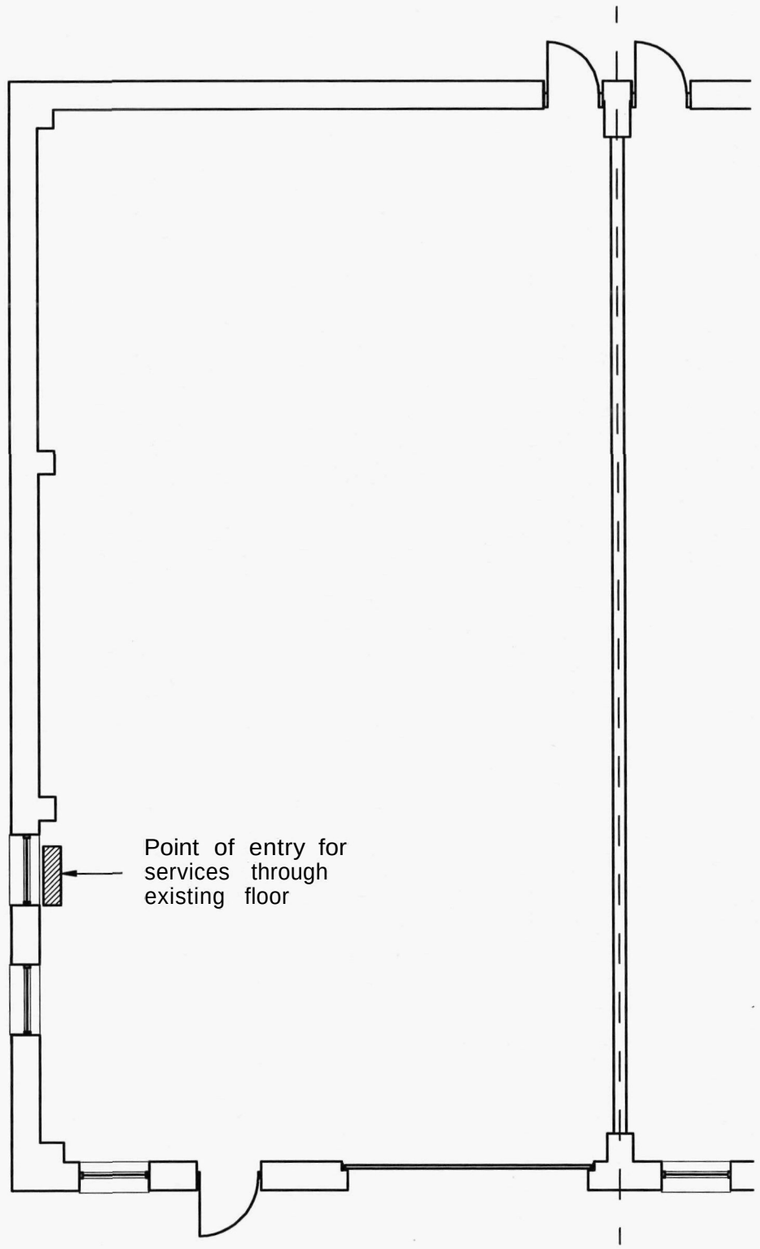
PROJECT
Unit 1
Dolphin Road
Shoreham

Location & Block Plan

DATE 07/02/08
DRAWN tdl
CHECKED

SCALE As shown © A3
DRG. NO. 3490–001
REV. –

mm

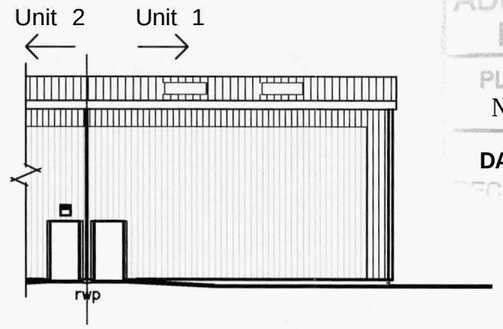


Existing Ground Floor 1:100

Existing internal gross area 174sqm

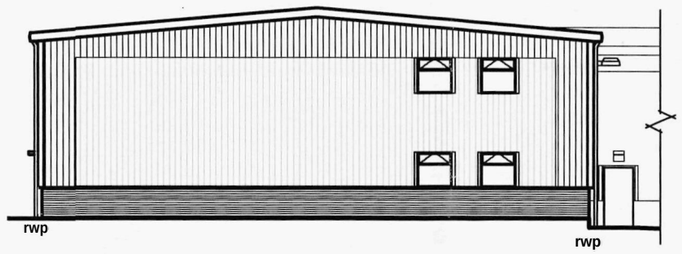


Existing Eront Elevation 1:200



Existing Rear Elevation 1:200

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. AD 0085/08
DATE RECEIVED 18 FEB 2008



Existing Side Elevation 1:200

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ISO 9001 REGISTERED FIRM

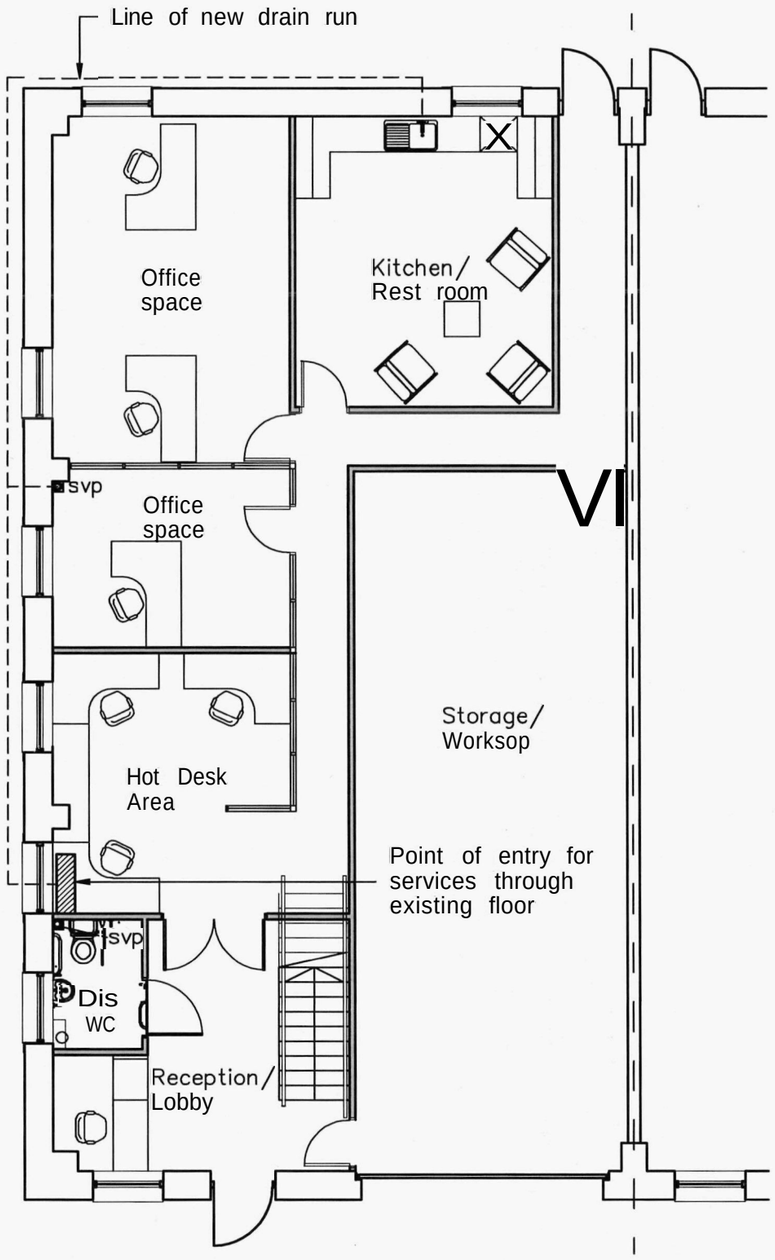
INVESTOR IN PEOPLE

PROJECT
Unit 1
Dolphin Road
Shoreham

Existing
Plans & Elevations

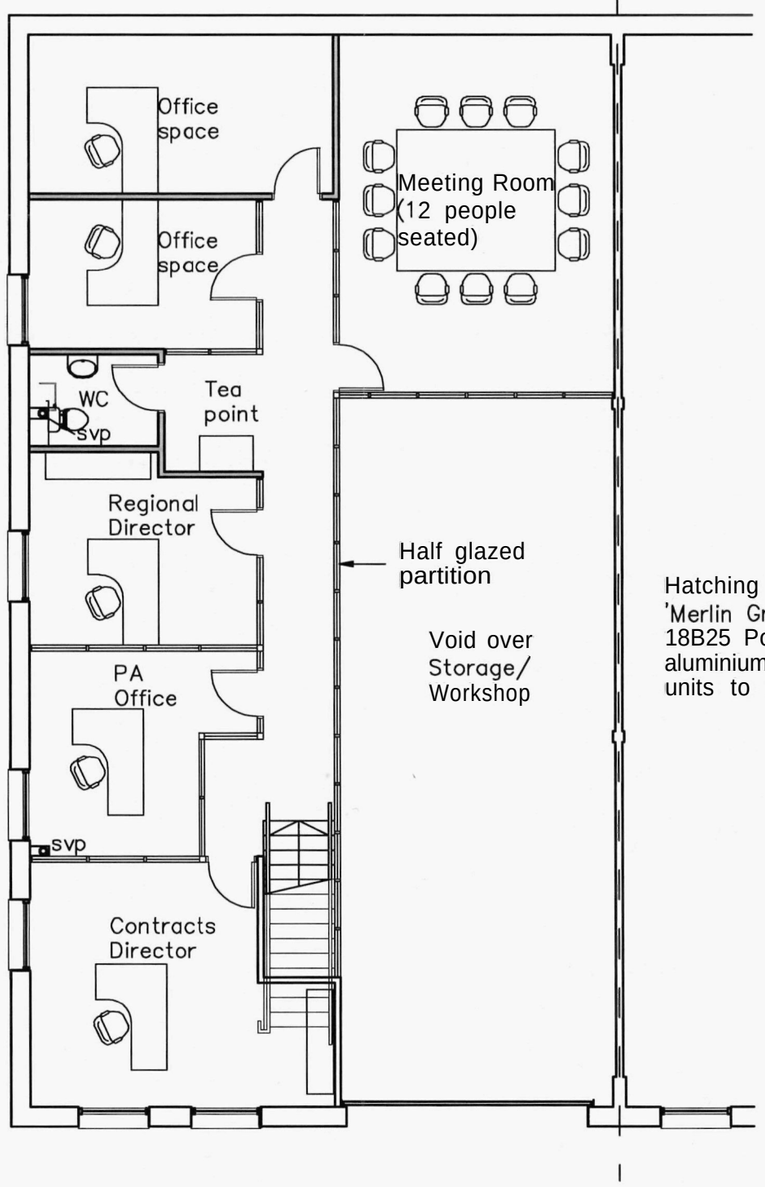
DATE 07/02/08
DRAWN tdl
CHECKED

SCALE As shown © A3
DRG.NO. 3490-002
REV. –



Proposed Ground Floor 1:100

Proposed internal gross area 174sqm



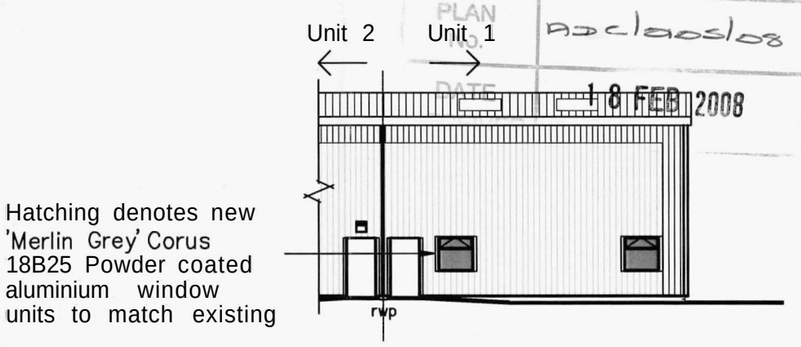
Proposed Mezzanine Eloor 1:100

Proposed internal gross area 123sqm



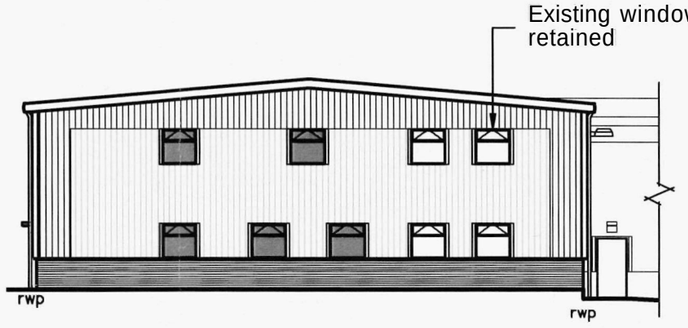
Proposed Front Elevation 1:200

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN NO. AD0180/08
DATE 18 FEB 2008



Hatching denotes new 'Merlin Grey' Corus 18B25 Powder coated aluminium window units to match existing

Proposed Rear Elevation 1:200



Proposed Side Elevation 1:200

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ISO 9001 REGISTERED FIRM

INVESTOR IN PEOPLE

PROJECT
Unit 1
Dolphin Road
Shoreham

Proposed
Plans & Elevations

DATE 07/02/08	SCALE As shown @ A3		
DRAWN tdl	DRG. NO. 3490-003	REV. –	
CHECKED			