Planning Services, Adur District Council
Civic Centre,
Ham Road,
Shoreham-by-Sea,
West Sussex,
BN43 6PR
Tel : (01273) 263222 (calls may be recorded)
website : www.adur.gov.uk
e-mail : developmentcontrol@adur.gov.uk

ADUR & WORTHING PLANNING SERVICES
PLAN AWDM/0849/12
DATE VALID 10 JUL 2012

Rec 10/7/12

ADUR DISTRICT COUNCIL

Application for Planning Permission.
Town and Country Planning Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

ublication of applications on planning authority websites

ease note that the information provided on this application form and in supporting documents may be published on the uthority's website. If you require any further clarification, please contact the Authority's planning department.

ease complete using block capitals and black ink.
s important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

. Applicant Name and Address

itle:	MR&MRS
First name:	NIGEL
ast name:	SHEEHAN
ompany ptional):	
nit:	
House number:	2
House suffix:	
ouse ame:	
ddress 1:	LINKS ROAD
ddress 2:	
ddress 3:	
own:	PORTSLADE
ounty:	EAST SUSSEX
ountry:	ENGLAND
ostcode:	BN41 1XG

2. Agent Name and Address

Title:	MR
First name:	ALAN
Last name:	SCARRATT
Company (optional):	ALAN SCARRATT ARCHITECTURAL SERVICES
Unit:	
House number:	33
House suffix:	
House name:	
Address 1:	HURLEY ROAD
Address 2:	
Address 3:	
Town:	WORTHING
County:	WEST SUSSEX
Country:	ENGLAND
Postcode:	BN13 2PA

. Description of the Proposal

lease describe the proposed development, including any change of use:

CONVERSION FROM HOUSE OF MULTIPLE OCCUPATION TO GROUND FLOOR FLAT & FIRST & SECOND FLOOR MAISONETTE.

as the building, work or change of use already started? ☐ Yes ☑ No

Yes, please state the date when building, ork or use were started (DD/MM/YYYY): (date must be pre-application submission)

is the building, work or change of use been completed? ☐ Yes ☑ No

Yes, please state the date when the building, work r change of use was completed: (DD/MM/YYYY): (date must be pre-application submission)

Rae

. Site Address Details

ease provide the full postal address of the application site.

nit: | House number: 158 | House suffix:

ouse ame:

ddress 1: OLD SHOREHAM ROAD

ddress 2:

ddress 3:

own: SOUTHWICK

ounty: WEST SUSSEX

ostcode ptional): BN42 4HU

escription of location or a grid reference.
nust be completed if postcode is not known):

asting: | Northing:

escription:

5. 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).

Please tick if the full contact details are not known, and then complete as much as possible: ☐

Officer name: PETER BARNETT

Reference: AWDM/0418/12

Date (DD/MM/YYYY): 26/4/2012 to 19/6/2012
(must be pre-application submission)

Details of pre-application advice received?

ADVICE ON STORAGE, ROOM AREAS & SIZES GARDEN ACCESS.

. Pedestrian and Vehicle Access, Roads and Rights of Way

a new or altered vehicle access proposed or from the public highway? ☐ Yes ☑ No

a new or altered pedestrian cess proposed to or from ie public highway? ☐ Yes ☑ No

re there any new public roads to be ovided within the site? ☐ Yes ☑ No

re there any new public ghts of way to be provided ithin or adjacent to the site? ☐ Yes ☑ No

o the proposals require any diversions xtinguishments and/or eation of rights of way? ☐ Yes ☑ No

you answered Yes to any of the above questions, please show letails on your plans/drawings and state the reference of the plan s)/drawings(s)

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:

FRONT GARDEN AS EXISTING FOR ALL PROPERTIES IN TERRACE.

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

If Yes, please provide details:

BIN STORAGE IN FRONT GARDEN AREA AS EXISTING.

. Authority Employee / Member

/ith respect to the Authority, I am:
(a) ~~a member of staff~~
(b) ~~an elected member~~
(c) ~~related~~ related to a member of staff ✓
(d) ~~related to an elected member~~

Do any of these statements apply to you? ☑ Yes ☐ No

f Yes, please provide details of the name, relationship and role

COUSIN - MARIA MERREW RECEPTION/ADMIN.

Materials

applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not applicable	Don't Know
Walls			☑	☐
Roof			☑	☐
Windows	MIX OF ALUMINIUM/TIMBER & WHITE U.P.V.C.	WHITE U.P.V.C.	☐	☐
Doors	WHITE U.P.V.C. & TIMBER	WHITE U.P.V.C.	☐	☐
Boundary treatments e.g. fences, walls)	BRICK WALLS TOPPED WITH TIMBER FENCING.	CLOSE-BOARDED 2M HT. TIMBER FENCE BETWEEN SEPARATED GARDEN AREAS	☐	☐
Vehicle access and hard-standing	NONE OFF-ROAD	NONE OFF-ROAD	☐	☐
Lighting			☑	☐
Others please specify)			☑	☐

re you supplying additional information on submitted plan(s)/drawing(s)/design and access statement? ☑ Yes ☐ No

Yes, please state references for the plan(s)/drawing(s)/design and access statement:

AS.604.4A FLOOR PLANS & ELEVATIONS
AS.604.1 EXISTING FLOOR PLANS & ELEVATIONS

D. Vehicle Parking

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

Type of Vehicle	Total Existing	Total proposed (including spaces retained)	Difference in spaces
Cars	0	0	0
Light goods vehicles/ public carrier vehicles	0	0	0
Motorcycles	0	0	0
Disability spaces	0	0	0
Cycle spaces	0	2	2
Other (e.g. Bus)	0	0	0
Other (e.g. Bus)	0	0	0

1. Foul Sewage

lease state how foul sewage is to be disposed of:

- [x] Mains sewer
- [ ] Cess pit
- [ ] Septic tank
- [ ] Other
- [ ] Package treatment plant

'e you proposing to
)nnect to the existing drainage system? [x] Yes [ ] No

'Yes, please include the details of the existing system on the
pplication drawings and state references for the
lan(s)/drawing(s):

AS.604.4A

12. 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 [x] 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 [x] No

Will the proposal increase the flood risk elsewhere? [ ] Yes [x] No

How will surface water be disposed of?

- [ ] Sustainable drainage system
- [ ] Existing watercourse
- [x] Soakaway
- [ ] Pond/lake
- [ ] Main sewer

3. Biodiversity and Geological Conservation

) assist in answering the following questions refer to the guidance otes for further information on when there is a reasonable :elihood that any important biodiversity or geological)nservation features may be present or nearby and whether ley are likely to be affected by your proposals.

aving referred to the guidance notes, is there a reasonable :elihood of the following being affected adversely or conserved nd enhanced within the application site, or on land adjacent to r near the application site?

) Protected and priority species:

- [ ] Yes, on the development site
- [ ] Yes, on land adjacent to or near the proposed development
- [x] No

) Designated sites, important habitats or other biodiversity :atures:

- [ ] Yes, on the development site
- [ ] Yes, on land adjacent to or near the proposed development
- [x] No

) Features of geological conservation importance:

- [ ] Yes, on the development site
- [ ] Yes, on land adjacent to or near the proposed development
- [x] No

14. Existing Use

Please describe the current use of the site:

HOUSE OF MULTIPLE OCCUPATION

Is the site currently vacant? [x] Yes [ ] No

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

HOUSE OF MULTIPLE OCCUPATION

When did this use end (if known)? DD/MM/YYYY
(date where known may be approximate) NOT KNOWN

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 [x] No

Land where contamination is suspected for all or part of the site? [ ] Yes [x] No

A proposed use that would be particularly vulnerable to the presence of contamination? [ ] Yes [x] No

5. Trees and Hedges

re there trees or hedges on the roposed development site? [x] Yes [ ] No

nd/or: Are there trees or hedges on land adjacent to the roposed development site that could influence the levelopment or might be important as part f the local landscape character? [ ] Yes [x] No

Yes to either or both of the above, you may need to provide a full ree Survey, at the discretion of your local planning authority. If a ree Survey is required, this and the accompanying plan should be ubmitted alongside your application. Your local planning uthority should make clear on its website what the survey should ontain, in accordance with the current 'BS5837: Trees in relation to onstruction - Recommendations'.

16. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste? [ ] Yes [x] No

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

7. Residential Units (Including Conversion)

oes your proposal include the gain, loss or change of use of residential units? ☐ Yes ☑ No
Yes, please complete details of the changes in the tables below:

Proposed Housing

larket ousing	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
ouses	☐						
lats and maisonettes	☑				✓		3
ive-work units	☐						
luster flats	☐						
heltered housing	☐						
edsit/studios	☐						
Jnknown type	☐						
Totals $(a+b+c+d+e+f+g)=$							3

ocial Rented	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
louses	☐						
lats and maisonettes	☐						
ive-work units	☐						
luster flats	☐						
heltered housing	☐						
edsit/studios	☐						
Jnknown type	☐						
Totals $(a+b+c+d+e+f+g)=$							

ntermediate	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
louses	☐						
lats and maisonettes	☐						
ive-work units	☐						
luster flats	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Unknown type	☐						
Totals $(a+b+c+d+e+f+g)=$							

Key worker	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						
Flats and maisonettes	☐						
Live-work units	☐						
Cluster flats	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Unknown type	☐						
Totals $(a+b+c+d+e+f+g)=$							

Total proposed residential units $(A+B+C+D)=$ 3

Existing Housing

Market Housing	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						
Flats and maisonettes	☐						
Live-work units	☐						
Cluster flats	☑						
Sheltered housing	☐						
Bedsit/studios	☐						
Unknown type	☐						
Totals $(a+b+c+d+e+f+g)=$							

Social Rented	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						
Flats and maisonettes	☐						
Live-work units	☐						
Cluster flats	☑				✓		5
Sheltered housing	☐						
Bedsit/studios	☐						
Unknown type	☐						
Totals $(a+b+c+d+e+f+g)=$							5

Intermediate	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						
Flats and maisonettes	☐						
Live-work units	☐						
Cluster flats	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Unknown type	☐						
Totals $(a+b+c+d+e+f+g)=$							

Key worker	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						
Flats and maisonettes	☐						
Live-work units	☐						
Cluster flats	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Unknown type	☐						
Totals $(a+b+c+d+e+f+g)=$							

Total existing residential units $(E+F+G+H)=$ 5

TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total): 0

18. All Types of Development: Non-residential Floorspace

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

If you have answered Yes to the question above please add details in the following table:

Use class/type of use		Not applicable	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 change of use)(square metres)	Net additional gross internal floorspace following development (square metres)
A1	Shops	☐				
	Net tradable area:	☐				
A2	Financial and professional services	☐				
A3	Restaurants and cafes	☐				
A4	Drinking establishments	☐				
A5	Hot food takeaways	☐				
B1 (a)	Office (other than A2)	☐				
B1 (b)	Research and development	☐				
B1 (c)	Light industrial	☐				
B2	General industrial	☐				
B8	Storage or distribution	☐				
C1	Hotels and halls of residence	☐				
C2	Residential institutions	☐				
D1	Non-residential institutions	☐				
D2	Assembly and leisure	☐				
OTHER		☐				
Please Specify		☐				
	Total					

In addition, for hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms

Use class	Type of use	Not applicable	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	Net additional rooms
C1	Hotels	☐			
C2	Residential Institutions	☐			
OTHER		☐			
Please Specify		☐			

19. Employment

Please complete the following information regarding employees:

	Full-time	Part-time	Total full-time equivalent
Existing employees			
Proposed employees			

20. Hours of Opening

Please state the hours of opening for each non-residential use proposed:

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Not known

21. Site Area

Please state the site area in hectares (ha)

2. Industrial or Commercial Processes and Machinery

ease describe the activities and processes which would e carried out on the site and the end products including ant, ventilation or air conditioning. Please include the pe of machinery which may be installed on site:

the proposal a waste management development? ☐ Yes ☑ No

the answer is Yes, please complete the following table:

	Not applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Maximum annual operational throughput in tonnes (or litres if liquid waste)
Inert landfill	☐		
Non-hazardous landfill	☐		
Hazardous landfill	☐		
Energy from waste incineration	☐		
Other incineration	☐		
Landfill gas generation plant	☐		
Pyrolysis/gasification	☐		
Metal recycling site	☐		
Transfer stations	☐		
Material recovery/recycling facilities (MRFs)	☐		
Household civic amenity sites	☐		
Open windrow composting	☐		
In-vessel composting	☐		
Anaerobic digestion	☐		
Any combined mechanical, biological and/ or thermal treatment (MBT)	☐		
Sewage treatment works	☐		
Other treatment	☐		
Recycling facilities construction, demolition and excavation waste	☐		
Storage of waste	☐		
Other waste management	☐		
Other developments	☐		

Please provide the maximum annual operational throughput of the following waste streams:

Municipal	
Construction, demolition and excavation	
Commercial and industrial	
Hazardous	

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 clear what information it requires on its website.

23. Hazardous Substances

Does the proposal involve the use or storage of any of the following materials in the quantities stated below? ☐ Yes ☑ No ☑ Not applicable

If Yes, please provide the amount of each substance that is involved:

Acrylonitrile (tonnes)

Ammonia (tonnes)

Bromine (tonnes)

Chlorine (tonnes)

Ethylene oxide (tonnes)

Hydrogen cyanide (tonnes)

Liquid oxygen (tonnes)

Liquid petroleum gas (tonnes)

Phosgene (tonnes)

Sulphur dioxide (tonnes)

Flour (tonnes)

Refined white sugar (tonnes)

Other:

Amount (tonnes):

Other:

Amount (tonnes):

4. Ownership Certificates

One Certificate A, B, C, or D, must be completed, together with the Agricultural Holdings Certificate with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

:ertify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the vner *(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 hich the application relates.

igned - Applicant: | Or signed - Ager [redacted] | Date (DD/MM/YYYY): 05/07/2012

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day l 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 ft to run)* of any part of the land or building to which this application relates.

Name of Owner	Address	Date Notice Served

ligned - Applicant: | Or signed - Agent: | Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

certify/ The applicant certifies that:

Neither Certificate A or B can be issued for this application

All reasonable steps have been taken to find out the names and addresses of the other owners *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*)of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

The steps taken were:

Name of Owner	Address	Date Notice Served

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

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant: | Or signed - Agent: | Date (DD/MM/YYYY):

4. Ownership Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

:ertify/ 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 *(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 to which this application relates, but I have/ the applicant has been unable to do so.

he steps taken were:

otice of the application has been published in the following newspaper :irculating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

igned - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

25. Agricultural Land Declaration

AGRICULTURAL LAND DECLARATION

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

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

igned - Applicant:

Or signed - Agen

Date (DD/MM/YYYY): 05/07/2012

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

Name of Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

26. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all nformation required will result in your application being deemed invalid. It will not be considered valid until all information required by :he Local Planning Authority has been submitted.

The original and 3 copies of a completed and dated application form: ☑

The original and 3 copies of the plan which identifies :he land to which the application relates drawn to an dentified scale and showing the direction of North: ☑

The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application: ☑

The correct fee: ☐

The original and 3 copies of a design and access statement, if required (see help text and guidance notes for details): ☑

The original and 3 copies of the completed, dated Ownership Certificate (A, B, C, or D - as applicable): ☑

The original and 3 copies of the completed, dated Article 12 Certificate (Agricultural Holdings): ☑

7. Declaration

ve hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional formation.

gned - Applicant: | Or signed - Age [redacted] | Date (DD/MM/YYYY): 05/07/2012 (date cannot be pre-application)

28. Applicant Contact Details

elephone numbers

Country code:	National number:	Extension number:

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

mail address (optional):

29. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:
	01903 690102	/

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email address (optional): alanscarratt@tiscali.co.uk

30. Site Visit

an the site be seen from a public road, public footpath, bridleway or other public land? ☐ Yes ☑ No

the planning authority needs to make an appointment to carry ut a site visit, whom should they contact? *(Please select only one)* ☐ Agent ☑ Applicant ☐ Other (if different from the agent/applicant's details)

Other has been selected, please provide:

ontact name: MR NIGEL SHEEHAN | Telephone number:

mail address: [redacted]