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 DISTRICT COUNCIL

ADUR DISTRICT COUNCIL PLANNING DIVISION
PLAN NO. AWDM/0872
DATE RECEIVED 31/10/11

Application for Planning Permission and conservation area consent for demolition in a conservation area.
Town and Country Planning Act 1990
Planning (Listed Building and Conservation Areas) Act 1990

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

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.

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

1. Applicant Name and Address

Title:	MR
First name:	RICHARD
Last name:	GILLAM
Company (optional):	
Unit:	
House number:	
House suffix:	
House name:	
Address 1:	P.O. BOX 5170
Address 2:	
Address 3:	
Town:	BRIGHTON
County:	EAST SUSSEX
Country:	ENGLAND
Postcode:	BN50 9UN

2. Agent Name and Address

Title:	MRS
First name:	JANE
Last name:	DUNCAN
Company (optional):	JANE DUNCAN ARCHITECTS
Unit:	
House number:	
House suffix:	
House name:	THE OLD WAREHOUSE
Address 1:	CHALFONT STATION ROAD
Address 2:	LITTLE CHALFONT
Address 3:	
Town:	AMERSHAM
County:	BUCKINGHAMSHIRE
Country:	ENGLAND
Postcode:	HP7 9PN

3. Description of the Proposal

Please provide a description of the proposal, including details of the proposed demolition:

- CONVERSION OF AN EXISTING OFFICE BLOCK INTO EIGHT TERRACE HOUSES
- THE ADDITION OF A DETACHED HOUSE
- THE REDEVELOPMENT OF A GARAGE BLOCK TO PROVIDE REPLACEMENT OFFICE ACCOMMODATION

Has the building, work or change of use already started? ☐ Yes ☒ No

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

Has the building, work or change of use been completed? ☐ Yes ☒ No

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

4. Site Address Details

Please provide the full postal address of the application site.

Unit: | House number: | House suffix:

House name: NORFOLK HOUSE

Address 1: HIGH STREET

Address 2:

Address 3:

Town: SHOREHAM-BY-SEA

County: WEST SUSSEX

Postcode (optional): BN43 5EN

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

Easting: 521348 Northing: 105013

Description:

5. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? [X] 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: KEITH MORGAN

Reference:

Date (DD/MM/YYYY): 16/09/2011
(must be pre-application submission)

Details of pre-application advice received?

GENERAL ADVICE GIVEN: NUMEROUS. POINTS DISCUSSED.

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

s a new or altered vehicle access proposed o or from the public highway? [ ] Yes [X] No

s a new or altered pedestrian access proposed o or from the public highway? [ ] Yes [X] No

re there any new public roads to be rovided within the site? [ ] Yes [X] No

re there any new public rights of way to e provided within or adjacent to the site? [ ] Yes [X] No

o the proposals require any diversions extinguishments and/or reation of rights of way? [ ] Yes [X] No

f 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? [X] Yes [ ] No

If Yes, please provide details:

BIN STORES (ON SITE PLAN).

Have arrangements been made for the separate storage and collection of recyclable waste? [X] Yes [ ] No

If Yes, please provide details:

RECYCLING BINS (ON SITE PLAN).

. Authority Employee / Member

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

Do any of these statements apply to you? [ ] Yes [X] No

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

9. Explanation for Proposed Demolition Work

Why is it necessary to demolish all or part of the building(s) and/or structure(s)?

EXISTING GARAGE BLOCK TO BE DEMOLISHED TO ALLOW FOR A REPLACEMENT COMMERCIAL UNIT OF 312m². (PARKING WILL BE AVAILABLE AT GROUND FLOOR).

10. Materials

If 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	MAIN BUILDING – FACING BRICK + PAINTED TIMBER PANELLING + RENDER	FACING BRICK, WHITE RENDER, RAINSCREEN CLADDING, ALUMINIUM PANELS	☐	☐
Roof	MAIN BUILDING - GRAY TILES	DARK GREY ALUMINIUM PANELS	☐	☐
Windows	MAIN BUILDING – WHITE UPVC	DARK GREY ALUMINIUM	☐	☐
Doors	MAIN BUILDING - ALUMINIUM	DARK GREY ALUMINIUM/ GLAZING	☐	☐
Boundary treatments (e.g. fences, walls)	METAL RAILINGS	PLANTING AND NEW LOW LEVEL METAL GATES / FENCE.	☐	☐
Vehicle access and hard-standing	ASHPHALT	EXISTING HARDSTANDING RETAINED.	☐	☐
Lighting	VARIOUS FLOOD LIGHTS	LOCAL LIGHTING ALONG DRIVEWAY, DOMESTIC SCALE LIGHTING TO PROPERTY	☐	☐
Others (please specify)		N/A.	☒	☐

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

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

SITE PLAN + ELEVATIONS: DRAWINGS GHS-147 (001, 101 + 104)
DESIGN + ACCESS STATEMENT.

11. 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	34	22	-12
Light goods vehicles/ public carrier vehicles	0	1	+1
Motorcycles	0	0	0
Disability spaces	0	0	0
Cycle spaces	0	20	+20
Other (e.g. Bus)	0	0	0
Other (e.g. Bus)	0	0	0

12. Foul Sewage

Please state how foul sewage is to be disposed of:

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

Are you proposing to connect to the existing drainage system? [X] Yes [ ] No

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

AS EXISTING

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.) [X] 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)? [X] Yes [ ] No

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

How will surface water be disposed of?

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

14. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes for further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the guidance notes, 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:

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

Features of geological conservation importance:

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

15. Existing Use

Please describe the current use of the site:

OFFICE BUILDING

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

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

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.

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

15. Trees and Hedges

Are there trees or hedges on the proposed development site? [ ] Yes [X] 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 [X] 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 construction - Recommendations'.

17. 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

18. Residential Units (Including Conversion)

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

Proposed Housing

Market Housing	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐			9			9
Flats and maisonettes	☐						0
Live-work units	☐						0
Cluster flats	☐						0
Sheltered housing	☐						0
Bedsit/studios	☐						0
Unknown type	☐						0
Totals $(a+b+c+d+e+f+g)=$							9

Social Rented	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						0
Flats and maisonettes	☐						0
Live-work units	☐						0
Cluster flats	☐						0
Sheltered housing	☐						0
Bedsit/studios	☐						0
Unknown type	☐						0
Totals $(a+b+c+d+e+f+g)=$							0

Intermediate	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						0
Flats and maisonettes	☐						0
Live-work units	☐						0
Cluster flats	☐						0
Sheltered housing	☐						0
Bedsit/studios	☐						0
Unknown type	☐						0
Totals $(a+b+c+d+e+f+g)=$							0

Key worker	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						0
Flats and maisonettes	☐						0
Live-work units	☐						0
Cluster flats	☐						0
Sheltered housing	☐						0
Bedsit/studios	☐						0
Unknown type	☐						0
Totals $(a+b+c+d+e+f+g)=$							0

Total proposed residential units $(A+B+C+D)=$	9

Existing Housing

Market Housing	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						0
Flats and maisonettes	☐						0
Live-work units	☐						0
Cluster flats	☐						0
Sheltered housing	☐						0
Bedsit/studios	☐						0
Unknown type	☐						0
Totals $(a+b+c+d+e+f+g)=$							0

Social Rented	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						0
Flats and maisonettes	☐						0
Live-work units	☐						0
Cluster flats	☐						0
Sheltered housing	☐						0
Bedsit/studios	☐						0
Unknown type	☐						0
Totals $(a+b+c+d+e+f+g)=$							0

Intermediate	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						0
Flats and maisonettes	☐						0
Live-work units	☐						0
Cluster flats	☐						0
Sheltered housing	☐						0
Bedsit/studios	☐						0
Unknown type	☐						0
Totals $(a+b+c+d+e+f+g)=$							0

Key worker	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						0
Flats and maisonettes	☐						0
Live-work units	☐						0
Cluster flats	☐						0
Sheltered housing	☐						0
Bedsit/studios	☐						0
Unknown type	☐						0
Totals $(a+b+c+d+e+f+g)=$							0

Total existing residential units $(E+F+G+H)=$	0

TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total): +9

19. 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)	☐	1,505	1,505	312	- 1193
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	GARAGES	☐	108	108	0	- 108
Please specify		☐				
	Total		1613	1613	312	-1301

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		☐			

20. Employment UNKNOWN - TO BE ADVISED.

Please complete the following information regarding employees:

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

21. Hours of Opening UNKNOWN - TO BE ADVISED

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

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Not known

22. Site Area

Please state the site area in hectares (ha) 0.1589 (ha)

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:

Is the proposal a waste management development? ☐ Yes ☒ No

If 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 through put 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.

24. 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)	Ethylene oxide (tonnes)	Phosgene (tonnes)
Ammonia (tonnes)	Hydrogen cyanide (tonnes)	Sulphur dioxide (tonnes)
Bromine (tonnes)	Liquid oxygen (tonnes)	Flour (tonnes)
Chlorine (tonnes)	Liquid petroleum gas (tonnes)	Refined white sugar (tonnes)

Other: Other:

Amount (tonnes): Amount (tonnes):

25. 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 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant 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 the application relates.

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

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

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.

Name of Owner	Address	Date Notice Served
FREEBROOK LIMITED	C/O OMBERTER PROPERTIES LIMITED 1ST FLOOR, 98 BOND STREET, LONDON. W1S 1SN	27/10/2011

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):
	[redacted]	27/10/2011

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I 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):

25. Ownership Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

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 *(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.

The steps taken were:

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):

26. 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.

Signed - Applicant:

Or signed - Agent: [redacted]

Date (DD/MM/YYYY): 27/10/2011

(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:

Name of Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

27. 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 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.

- The original and 3 copies of a completed and dated application form: ☐
- The original and 3 copies of the plan which identifies the land to which the application relates drawn to an identified 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): ☐

28. Declaration

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

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):
	[redacted]	27/10/2011 (date cannot be pre-application)

29. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension number:
[redacted]		

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email address (optional):

30. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:
+44	01494 766 999	

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email address (optional):

31. 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)* ☐ Agent ☒ Applicant ☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:	Telephone number:

Email address: