Planning Services, Adur & Worthing Councils

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Adur & Worthing councils

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. Applicant Name, Address and Contact Details

Title: Ms | First name: Judy | Surname: Packham

Company name: Time Out Fostering

Street address: The Ropetackle Centre, Little High Street

Town/City: Shoreham-by-Sea

County: West Sussex

Country: United Kingdom

Postcode: BN43 5EG

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

Email address: [redacted]

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

2. Agent Name, Address and Contact Details

No Agent details were submitted for this application

3. Description of the Proposal

Please describe the proposed development including any change of use:

The current use is B1 (offices). The proposal is to change the use to D1 to allow 3 rooms to be used for children to have supervised contact with parents with whom they do not live. Other rooms will continue to be used as offices.

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: 13 | Suffix:

House name:

Street address: South Street

Town/City: Lancing

County: West Sussex

Postcode: BN15 8AH

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

Easting: 518221

Northing: 104311

Description:

ADUR & WORTHING
PLANNING SERVICES

PLAN	AWDM/1800/15
DATE VALID	12 JAN 2016

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):

Officer name:

Title: Mr First name: Matthew Surname: Porter

Reference: 13 South Street

Date (DD/MM/YYYY): 28/10/2015 (Must be pre-application submission)

Details of the pre-application advice received:

The element of family contact consultation in the business operations means an application for change of use from offices (B1) to Use Class D1 (independent fostering service) is required.
We would support the change of use.
The impacts from this use would be far less than the free school.
Positively, no objection was raised by West Sussex County Council Highways or neighbours on previous scheme, and I imagine this would equally be the case with this latest proposal.

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:

We currently lease the adjacent building; Adur and Worthing Council collect household and recyclable waste and this would be extended to include No 13

Have arrangements been made for the separate storage and collection of recyclable waste? (●) Yes ( ) No

If Yes, please provide details:

We currently lease the adjacent building; Adur and Worthing Council collect household and recyclable waste and this would be extended to include No 13

8. Authority Employee/Member

With 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 (●) No

9. Materials

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

Walls - description:

Description of *existing* materials and finishes:

Brick

Description of *proposed* materials and finishes:

Brick

Windows - description:

Description of *existing* materials and finishes:

Double glazed PVC to front of building. Painted wood to sides and rear.

Description of *proposed* materials and finishes:

Double glazed PVC to front of building. Painted wood to sides and rear.

Vehicle access and hard standing - description:

Description of *existing* materials and finishes:

Tarmac entrance and parking area

Description of *proposed* materials and finishes:

Tarmac entrance and parking area

9. (Materials continued)

Lighting - add description

Description of *existing* materials and finishes:

Movement sensitive lights to side and rear

Description of *proposed* materials and finishes:

Movement sensitive lights to side and rear

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

10. 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	3	-2
Light goods vehicles/public carrier vehicles	0	0	0
Motorcycles	0	0	0
Disability spaces	0	0	0
Cycle spaces	0	0	0
Other (e.g. Bus)	0	1	1
Short description of Other	Minibus		

11. Foul Sewage

Please state how foul sewage is to be disposed of:

Mains sewer ☒ Package treatment plant ☐ Unknown ☐

Septic tank ☐ Cess pit ☐

Other

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

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 ◉ 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)? ○ Yes ◉ No

Will the proposal increase the flood risk elsewhere? ○ Yes ◉ No

How will surface water be disposed of?

☐ Sustainable drainage system ☒ Main sewer ☐ Pond/lake

☐ Soakaway ☐ Existing watercourse

13. 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 ◉ 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

14. Existing Use

Please describe the current use of the site:

The site is vacant.

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

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

Offices for a firm of solicitors.

When did this use end (if known) (DD/MM/YYYY)? 11/11/2014

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

15. 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'.

16. Trade Effluent

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

17. Residential Units

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

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

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 new internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
A1	Shops Net Tradable Area	0.0	0.0	0.0	0.0
A2	Financial and professional services	0.0	0.0	0.0	0.0
A3	Restaurants and cafes	0.0	0.0	0.0	0.0
A4	Drinking estabishments	0.0	0.0	0.0	0.0
A5	Hot food takeaways	0.0	0.0	0.0	0.0
B1 (a)	Office (other than A2)	158.7	41.8	0.0	-41.8
B1 (b)	Research and development	0.0	0.0	0.0	0.0
B1 (c)	Light industrial	0.0	0.0	0.0	0.0
B2	General industrial	0.0	0.0	0.0	0.0
B8	Storage or distribution	0.0	0.0	0.0	0.0
C1	Hotels and halls of residence	0.0	0.0	0.0	0.0
C2	Residential institutions	0.0	0.0	0.0	0.0
D1	Non-residential institutions	0.0	0.0	41.8	41.8
D2	Assembly and leisure	0.0	0.0	0.0	0.0
Other	Please Specify	0.0	0.0	0.0	0.0
	Total	158.7	41.8	41.8	0.0

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)	Net additional rooms

19. 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	3	5	6.6

20. Hours of Opening

If known, please state the hours of opening (e.g. 15:30) 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	09:00:00	17:00:00					☐
D1	10:00:00	18:00:00	10:00:00	16:00:00	10:00:00	14:00:00	☐

21. Site Area

What is the site area? 300 sq.metres

22. 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:

Administration and statutory office processes involved in running a fostering agency.
Administrative and statutory processes involved in arranging contact between children and their non-resident parents, usually for 1 or 2 hours and supervised by staff or social workers.

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

23. Hazardous Substances

Is any hazardous waste involved in the proposal? ○ Yes ◉ No

24. 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

25. Certificates (Certificate B)

Certificate of Ownership - Certificate B

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

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)* and/or agricultural tenant *("agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990)* of any part of the land or building to which this application relates.

Owner/Agricultural Tenant	Date notice served
Name: Mark Oliver Number: 18 Suffix: House name: Street: Third Avenue Locality: Town: Worthing Postcode: BN14 9NZ	02/12/2015
Name: Wendy Norton Number: 58 Suffix: House name: Street: Arlington Avenue Locality: Worthing Town: Worthing Postcode: BN12 4SR	02/12/2015

25. Certificates (Certificate B - continued)

Title: Ms | First name: Judy | Surname: Packham

Person role: Applicant | Declaration date: 11/12/2015 | ☒ 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 09/12/2015