You can use the Planning Portal to find the correct email address for your local planning authority.
www.planningportal.gov.uk/localauthoritysearch

ADUR & WORTHING PLANNING SERVICES
PLAN NOTICE/0016/15
DATE 15 JUN 2015
VALID

Notification for Prior Approval for a Proposed Change of Use of a building from Office Use (Class B1(a)) to a Dwellinghouse (Class C3)

ADUR & WORTHING
15 JUN 2015
PLANNING SERVICES

Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class O

Development consisting of a change of use of a building and any land within its curtilage to a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order from a use falling within Class B1(a) (offices) of that Schedule*

*Development is not permitted where the building is on Article 2(5) land, is a Listed Building or is within the curtilage of a listed building or the site is, or contains, a Scheduled Monument, or is or forms part of a safety hazard area or military explosives storage area.

Publication of notifications on planning authority websites

Please note that the information provided on this notification 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 note: you need to download the form to complete it electronically. Please complete using block capitals and black ink if sending by post.

1. Developer Name and Address

Title:	Mrs	First name:	Melinda
Last name:	Lansdall		
Company (optional):			
Unit:		House number:	15
House suffix:			
House name:			
Address 1:	Buckingham Road		
Address 2:			
Address 3:			
Town:	Shoreham by Sea		
County:	West Sussex		
Country:	UK		
Postcode:	BN43 5UA		

2. Agent Name and Address

Title:	Mr	First name:	Jason
Last name:			
Company (optional):	Jacobs Steel		
Unit:		House number:	
House suffix:			
House name:			
Address 1:	31 Brunswick Road		
Address 2:			
Address 3:			
Town:	Shoreham by Sea		
County:	West Sussex		
Country:	UK		
Postcode:	BN43 5WA		

3. Site Address Details

Please provide the full postal address of the application site.

Unit:		Building number:	15	Building suffix:	
Building name:					
Address 1:	15 Buckingham Road				
Address 2:					
Address 3:	Shoreham - by - sea				
Address 4:	West Sussex				
Postcode:	BN43 5UA				

4. Description of the Proposed Development

Please describe the proposed development, including relevant information covering transport and highways impacts of the development; contamination risks on the site; and flooding risks on the site.

Currently the house is laid out as a commercial office property below and a residential flat above although there is still internal access between the two. There is a front car port with parking for two cars. We are a family of four and wish to move into the property and restore it to a house so would like to apply for change of usage for the ground floor of the property from B1 to C3. We are not making any structural changes to the outside of the property other than the addition of a new front door. There will be no contamination risks, or additional impacts on the road, or environment and there are no flooding risks.

If the building was not in use on 29th May 2013, when was it last in use? Date (DD/MM/YYYY)

What was the use of the building on 29th May 2013 or the last use before that date?

office

5. 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 could result in your notification being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted. Please note that as part of this procedure, if any objections are received the Local Planning Authority may require submission of further information at a later date.

All sections of this notification completed in full, dated and signed (typed signature if sent electronically). ☒

A plan indicating the site and showing the proposed development. A plan drawn to an identified scale will assist the authority in assessing your development proposal. Plans can be bought from one of our accredited suppliers using our Buy-a-Plan service (www.planningportal.gov.uk/buyaplan) ☒ ☒

The correct fee

£80.00.

6. Declaration

I/we hereby apply for prior approval as described in this notification 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.

Signed - Developer:	Or signed - Agent:	Date (DD/MM/YYYY):	
[redacted]		11/6/15	(date cannot be pre-application)

7. Developer Contact Details

Telephone numbers

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

Country code:	Mobile number (optional):
[redacted]	

Country code:	Fax number (optional):

Email address: [redacted]

8. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email address: