

# Planning Services, Adur & Worthing Councils

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BN11 1HS

Tel : 01903 221065  
websites : [www.adur.gov.uk](http://www.adur.gov.uk) or [www.worthing.gov.uk](http://www.worthing.gov.uk)  
e-mail : [planning@adur-worthing.gov.uk](mailto:planning@adur-worthing.gov.uk)



## Application for Planning Permission, and for relevant demolition of an unlisted building in a conservation area

### Town and Country Planning Act 1990 (as amended)

#### 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.

## Site Location

**Disclaimer:** We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

**Description of site location must be completed if postcode is not known:**

Easting (x)

Northing (y)

Description

## Applicant Details

### Name/Company

Title

mr

First name

kevin

Surname

burke

Company Name

GUILD CARE

### Address

Address line 1

GUILD CARE

Address line 2

METHOLD HOUSE

Address line 3

NORTH STREET

Town/City

Worthing

County

County (optional)

Country

UK

Postcode

BN11 1DU

Are you an agent acting on behalf of the applicant?

Yes  
 No

### Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

## Agent Details

Name/Company

Title

Mr

First name

Haydn

Surname

Jones

Company Name

Saville Jones Architects

## Address

Address line 1

74 Victoria Road

Address line 2

Address line 3

Town/City

Worthing

County

Country

United Kingdom

Postcode

BN11 1UN

# Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

## Site Area

What is the measurement of the site area? (numeric characters only).

2758.00

Unit

Sq. metres

## Description of the Proposal

Please note in regard to:

- Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

### Description

Please describe details of the proposed development or works including any change of use

SINGLE STOREY AND THREE STOREY EXTENSION AND ALTERATIONS TO EXISTING CARE HOME TO PROVIDE ADDITIONAL BED SPACES

Has the work or change of use already started?

Yes  
 No

## Explanation for Proposed Demolition Work

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

TO CREATE NEW OPENINGS/ MODIFICATIONS TO EXISTING BUILDING FABRIC TO SUPPORT PROPOSED EXTENSIONS

## Existing Use

Please describe the current use of the site

EXISTING CARE HOME

Is the site currently vacant?

Yes  
 No

**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

## Materials

Does the proposed development require any materials to be used externally?

Yes  
 No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

**Type:**

Roof

**Existing materials and finishes:**

CLAY ROOFING TILES WITH SINGLE PLY MEMBRANE ROOF SYSTEM TO FLAT ROOF AREAS

**Proposed materials and finishes:**

NEW CLAY ROOFING TILES TO MATCH EXISTING WITH SINGLE PLY MEMBRANE ROOF SYSTEM TO FLAT ROOF AREAS. PHOTO VOLTAIC PANELS TO SELECTED AREAS

**Type:**

Vehicle access and hard standing

**Existing materials and finishes:**

CONCRETE, PAVING & TARMACCADAM AREAS

**Proposed materials and finishes:**

EXISTING CONCRETE, PAVING & TARMACCADAM AREAS TO BE RETAINED

**Type:**

Lighting

**Existing materials and finishes:**

WALL MOUNTED LIGHTING & BOLLARD LIGHTING TO SELECTED AREAS

**Proposed materials and finishes:**

WALL MOUNTED LIGHTING & BOLLARD LIGHTING TO SELECTED AREAS TO BE RETAINED

**Type:**

Boundary treatments (e.g. fences, walls)

**Existing materials and finishes:**

TIMBER FENCING, BRICKWORK WALLS; METAL RAIL FENCING TO SELECTED AREAS

**Proposed materials and finishes:**

TIMBER FENCING, BRICKWORK WALLS; METAL RAIL FENCING TO SELECTED AREAS TO BE RETAINED

**Type:**

Doors

**Existing materials and finishes:**

PAINTED TIMBER DOORS

**Proposed materials and finishes:**

PAINTED TIMBER DOORS TO BE RETAINED. NEW PPC ALUMINIUM GLAZED DOORS

**Type:**

Windows

**Existing materials and finishes:**

UPVC WINDOWS ; CURTAIN WALLING GLAZING SYSTEM

**Proposed materials and finishes:**

EX UPVC WINDOWS RETAINED. NEW UPVC WINDOWS (WITH CLEAR AND OPAQUE GLAZING REFER TO DWGS FOR DETAILS) TO MATCH EXISTING TO PROPOSAL; NEW CURTAIN WALLING GLAZED WALL TO MATCH EXISTING; NEW PPC ALUMINIUM CURTAIN WALLING WITH ALUMINIUM PANELS

**Type:**

Walls

**Existing materials and finishes:**

FAIR FACED BRICKWORK; BANDED/ ORNAMENTAL TILE HANGING; "MOCK TUDOR" TIMBER FRAMING WITH PAINTED RENDERED INFILL PANELS; GLAZED CURTAIN WALLING SYSTEM

**Proposed materials and finishes:**

FAIR FACED BRICKWORK WITH "MOCK TUDOR" TIMBER FRAMING WITH PAINTED RENDERED INFILL PANELS TO SELECTED AREAS OF THE NEW EXTENSIONS. INFILL FAIRFACED BRICKWORK TO MATCH EXISTING TO SELECTED AREAS. GLAZED CURTAIN WALLING SYSTEM WITH PPC ALUMINIUM FLASHING/ TRIMS/ PANELS TO AREAS OF THE NEW EXTENSION

Are you supplying additional information on submitted plans, drawings or a design and access statement?

Yes  
 No

If Yes, please state references for the plans, drawings and/or design and access statement

AL (2-)101 Location Plan and Block Plan as Existing PLANNING scheme A  
AL (2-)102 Site Plan as Existing PLANNING scheme A  
AL (2-)103 Ground Floor Plan as Existing PLANNING scheme A  
AL (2-)104 First Floor Plan as Existing PLANNING scheme A  
AL (2-)105 Second Floor Plan as Existing PLANNING scheme A  
AL (2-)106 Roof Plan as Existing PLANNING scheme A  
AL (2-)107 Elevations as Existing Sheet 1 of 2 PLANNING scheme A  
AL (2-)108 Elevations as Existing Sheet 2 of 2 PLANNING scheme A  
AL (2-)109 Location Plan and Block Plan as Proposed PLANNING Scheme A  
AL (2-)110 Site Plan as Existing  
Proposed PLANNING scheme A  
AL (2-)111 Ground Floor Plan as Proposed PLANNING scheme A  
AL (2-)112 First Floor Plan as Proposed PLANNING scheme A  
AL (2-)113 Second Floor Plan as Proposed PLANNING scheme A  
AL (2-)114 Roof Plan as Proposed PLANNING scheme A  
AL (2-)115 Elevations as Proposed Sheet 1 of 2 PLANNING scheme A  
AL (2-)116 Elevations as Proposed Sheet 2 of 2 PLANNING scheme A  
2409/57/AIA-A Oakwood tree survey & arboricultural impact assessment scheme A  
2409/657/TPP-A Oakwood tree protection plan & method statement scheme A  
GS554v1 South Downs Ecology Ecological Impact Assessment Scheme A  
Supporting planning; design & heritage statement rev A

## Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular 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

## Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

Yes  
 No

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

**Vehicle Type:**

Cycle spaces

**Existing number of spaces:**

8

**Total proposed (including spaces retained):**

8

**Difference in spaces:**

0

**Vehicle Type:**

Cars

**Existing number of spaces:**

10

**Total proposed (including spaces retained):**

10

**Difference in spaces:**

0

**Vehicle Type:**

Disability spaces

**Existing number of spaces:**

3

**Total proposed (including spaces retained):**

3

**Difference in spaces:**

0

## 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

You may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application.

The 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'.

## Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

Yes  
 No

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  
 Existing water course  
 Soakaway  
 Main sewer  
 Pond/lake

## 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?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

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

### Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the 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.

Your local planning authority will be able to advise on the content of any assessments that may be required.

## Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in [Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 \(as amended\)](#)) would apply?

Yes  
 No

Biodiversity net gain has been introduced as a general condition for planning permission. As set out in [The Environment Act 2021](#): "grants of planning permission in England [are] to be subject to a condition to secure that the biodiversity gain objective is met". Therefore, in England, all planning permissions are generally subject to biodiversity gain rules, unless they are specifically exempt or out of scope.

If you have stated that the biodiversity net gain requirement does not apply to your application you must provide the reason(s) why, and may also need to supply evidence (especially where you believe the application is eligible for the 'de minimis' exemption).

Please add all the reasons why biodiversity net gain does not apply and enter a justification for each one

**Reason biodiversity net gain does not apply:**

Development subject to the de minimis exemption (development below the threshold)

**What best describes the size of your site?:**

Under 25 square metres

**Please justify the reason why biodiversity net gain does not apply:**

refer to ecological impact assessment

Note: Please read the help text for further information why developments may be exempt or not in scope.

## Foul Sewage

Please state how foul sewage is to be disposed of:

Mains sewer  
 Septic tank  
 Package treatment plant  
 Cess pit  
 Other  
 Unknown

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 the plan(s)/drawing(s) references

Refer to AL(2)-110 Site plan as proposed

## Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

Yes  
 No

If Yes, please provide details:

refer to drawings, existing arrangements to be utilised

Have arrangements been made for the separate storage and collection of recyclable waste?

Yes  
 No

If Yes, please provide details:

refer to drawings, existing arrangements to be utilised

## Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

Yes  
 No

## Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

Yes  
 No

## All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

Yes  
 No

## Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

Yes  
 No

## Existing Employees

Please complete the following information regarding existing employees:

Full-time

81

Part-time

12

Total full-time equivalent

81.00

## Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time

81

Part-time

12

Total full-time equivalent

81.00

## Hours of Opening

Are Hours of Opening relevant to this proposal?

Yes  
 No

## Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

Yes  
 No

Is the proposal for a waste management development?

Yes  
 No

## Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

Yes  
 No

## 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?

The agent  
 The applicant  
 Other person

## 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

\*\*\*\*\* REDACTED \*\*\*\*\*

First Name

\*\*\*\*\* REDACTED \*\*\*\*\*

Surname

\*\*\*\*\* REDACTED \*\*\*\*\*

Reference

PREAPP/0469/24

Date (must be pre-application submission)

06/03/2025

Details of the pre-application advice received

Pre application made and response provided by Worthing Borough Council via emailed letter dated 06 March 2025

## Authority Employee/Member

**With respect to the Authority, is the applicant and/or agent one of the following:**

(a) a member of staff  
(b) an elected member  
(c) related to a member of staff  
(d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

Yes  
 No

# Ownership Certificates and Agricultural Land Declaration

## Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

Yes  
 No

Is any of the land to which the application relates part of an Agricultural Holding?

Yes  
 No

### Certificate Of Ownership - Certificate A

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\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\*

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

**NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding\*\***

Person Role

The Applicant  
 The Agent

Title

Mr

First Name

Haydn

Surname

Jones

Declaration Date

25/11/2025

Declaration made

### Declaration

I/We hereby apply for Full planning & demolition in a conservation area as described in the questions answered, details provided, 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.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

I / We agree to the outlined declaration

Signed

Haydn Jones

Date

27/11/2025

Amendments Summary

The statement regarding demolitions has been revised