Dear Elaine,

As discussed, here is the statement supporting our change of use application.

We are requesting a change of use for Number 11 Station Parade, South Street, Lancing.

We have been given to understand that this is currently category A1 (retail) and we are requesting that this be changed to category E.

The proposed use for the building is for the space to be shared by two charities, Electric Storm Youth (ESY) and Adur Voluntary Action (AVA).

The premises will be used as an office/administrative base for both organisations and would also be used some of the time for meetings with staff, trustees and with groups of service users for planning and delivering activities in line with the charitable aims of both organisations. Although Electric Storm Youth is a youth charity, the premises would not be used as a "drop-in youth club" and any activities involving young people would be small group, invite only, directed meetings in accordance with the stated use above.

In terms of hours of operation, these would largely be 9am-6.30pm but on some occasions may be later than this. There would be no premises use later than 8.30pm, (save once a month when trustee meetings may need to be extended to 9.30pm) and we would be mindful to ensure noise is not at a level to cause disturbance to neighbours when operating out of office hours.

The premises was previously used by a pest control company who had the first section dedicated to retail purposes and office space to the rear.
We would use the front space formerly used for retail, as a reception area with desks and chairs where staff could greet members of the public who are seeking information about ESY or AVA's services.
The space at the rear would have additional desk space for admin purposes and also an area for any group meetings.

In the future, we intend to adapt the existing toilet to make it accessible for wheelchair use. We have been advised that this will not require planning permission, but the intended works will be the removal of a partition wall between a cupboard and the toilet to create a turning space for a wheelchair. We will also be widening the toilet door frame and replacing the door. It is likely the cupboard door will be replaced with stud walling.

I have enclosed a plan to show a rough idea of how we propose to use the space.

Many Thanks
Karen Macleod (on behalf of ESY)