Planning Services, Adur District Council

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
PLANNING DIVISION
PLAN No
13 AUG 2008

Application for Planning Permission
Town and Country Planning Act 1990

Publication of planning applications on council web sites
Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.
If any other information that is provided as part of the application which falls within the definition of personal data under the Data Protection Act and is not to be published on the council's website, please contact the council's planning department.

1. Applicant Name, Address and Contact Details

Title: Mr | First name: Mike | Surname: Terry

Company name: SEEDA

Street address: SEEDA, The Observatory, Brunel, Chatham Maritime, M
Ham Rd

Town/City: Shoreham by Sea
County: West Sussex
Country:
Postcode: BN43 6PR

	Country Code	National Number	Extension Number
Telephone number:	+44	1634899900	
Mobile number:			
Fax number:			

Email address:

Are you an agent acting on behalf of the applicant? (•) Yes ( ) No

2. Agent Name, Address and Contact Details

Title: | First Name: Jim | Surname: Redwood

Company name: Jim Redwood Planning

Street address: 25
Wilbury Crescent

Town/City: Hove
County: Sussex
Country:
Postcode: BN3 6FL

	Country Code	National Number	Extension Number
Telephone number:		01273 770904	
Mobile number:			
Fax number:			

Email address: jrplanning@btinternet.com

3. Description of the Proposal

Please describe the proposed development including any change of use:

Change of use from class D1 (non residential institutional use) to class B1 (office use)

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: 0 Suffix:

House name: The Old School House

Street address: Ham Rd

Town/City: Shoreham by Sea

County: West Sussex

Postcode: BN43 6PA

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

Easting: 521939

Northing: 105241

Description:

Change of Use from class D1 (non residential institutional use) to Office use

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: Keith Surname: Morgan

Reference: KM

Date (DD/MM/YYYY): 05/08/08 (Must be pre-application submission)

Details of the pre-application advice received:

In principle support

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:

Recycling facilities will be provided to the local authority's specification

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

If Yes, please provide details:

As above

8. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? (•) Yes ( ) No

If Yes, please provide details:

Letters are being sent to adjoining occupiers to advise them of the proposal

9. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the council? ( ) Yes (•) No

10. Materials

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

10. Materials (continued)

Walls - description:

Description of *existing* materials and finishes:

Not applicable

Description of *proposed* materials and finishes:

n/a

Roof - description:

Description of *existing* materials and finishes:

Not applicable

Description of *proposed* materials and finishes:

n/a

Windows - description:

Description of *existing* materials and finishes:

Not applicable

Description of *proposed* materials and finishes:

n/a

Doors - description:

Description of *existing* materials and finishes:

Not applicable

Description of *proposed* materials and finishes:

n/a

Boundary treatments - description:

Description of *existing* materials and finishes:

Not applicable

Description of *proposed* materials and finishes:

n/a

Vehicle access and hard standing - description:

Description of *existing* materials and finishes:

Not applicable

Description of *proposed* materials and finishes:

n/a

Lighting - add description

Description of *existing* materials and finishes:

Not applicable

Description of *proposed* materials and finishes:

n/a

Others - description:

Type of other material:

Description of *existing* materials and finishes:

Not applicable

Description of *proposed* materials and finishes:

n/a

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

11. 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
Cycle spaces	0	4	4

12. 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

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. ○ 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

14. 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:

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

15. Existing Use

Please describe the current use of the site:

Vacant

Is the site currently vacant? ◉ Yes ○ No

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

Non residential institutional use

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

Does the proposal involve any of the following:

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

Application advice

If you have said Yes to any of the above, you will need to submit an appropriate contamination assessment.

16. 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 will need to provide a full Tree Survey with accompanying plan before your application can be determined. 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 ◉ No

18. Residential Units

Does your proposal include the gain or loss of residential units? ○ Yes ◉ No

19. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss or gain 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)
B1 (a)	Office (other than A2)			150.0	150.0
D1	Non-residential institutions	150.0	150.0		-150.0

19. All Types of Development: Non-residential Floorspace (continued)

	Total	150.0	150.0	150.0	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

20. 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	0	0	0

21. Hours of Opening

If known, please state the hours of opening 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							☒

22. Site Area

What is the site area? 200 hectares

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:

Not applicable

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

24. Hazardous Substances

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

25. 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

26. Certificates (Certificate B)

Certificate of Ownership - Certificate B

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

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.

Notice recipient	Date notice served
Name: Adur District Council Number: 0 Suffix: Street: Adur Civic Centre Locality: Ham Rd Town: Shoreham by Sea Postcode: BN43 6PR	8/8/8

Title: Mr First name: Jim Surname: Redwood

Person role: Agent Declaration date: 8/8/8 ☒ Declaration made

26. Certificates (Agricultural Holdings Certificate)

Agricultural Holding Certificate
Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

Agricultural Land Declaration - You Must Select Either A or B

(A) None of the land to which the application relates is, or is part of an agricultural holding. (●)

(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: ( )

Title: Mr | First Name: Jim | Surname: Redwood

Person role: Agent | Declaration date: 8/8/8 | ☒ Declaration Made

27. Declaration

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

Date 8/8/8

jim redwood planning

8/8/8

Dear Sirs,

The Old School House, Ham Rd, Shoreham By Sea
Application for planning permission for use as Shoreham Harbour JAAP offices
Planning portal reference PP-00520273

I am writing in support of the above planning application, submitted today through the Planning Portal. The proposal is to use The Old School House as the offices for the Shoreham Harbour Joint Action Area Plan, for which I am the Planning Director. The project is being funded via SEEDA, so the application is on their behalf, although the building is owned, and will continue to be owned, by Adur District Council. Notice has formally been served as required on Jeremy Cook (Executive Head of legal and Democratic Services, Adur-Worthing Councils). I have also written courtesy letters to neighbouring properties in Glyndebourne Court and Caxton House – copies enclosed. I have also notified local District and County Councillors.

I expect the offices to be occupied by my team of 5 or 6 staff, and will mostly be used during normal office hours, although there may occasionally be evening and weekend meetings. Visitors will be encouraged to come to the offices by public transport, or on foot or cycle. No on-site parking is available, and anyone coming by car will use the ADC car park opposite the civic centre.

The application is for a change of use only, as we do not envisage any material external alterations at this stage. If any such changes become apparent we will notify you accordingly, and provide drawings as appropriate, and if further permission is required we will then decide whether to amend this application or submit a fresh one. We will be clearer about this within the next week or so. Floor plans are available for the building if required.

Please let me know if you require any further information to process the application. It would be helpful to know as soon as possible who the case officer is, and what the expected timescale for determination might be.

I would appreciate it if this letter could be made available with the application for public inspection.

Yours sincerely,

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. ADC/0408/08
13 AUG 2008

Jim Redwood

Jim Redwood Bsc, MSc, DipTP, MRTPI
Planning Consultant
25, Wilbury Crescent, Hove, Sussex BN3 6FL
t: 01273 770904 m: 07796 510515 e: jrplanning@btinternet.com

Dear Neighbour,

Use of The Old School House, Ham Rd, for offices

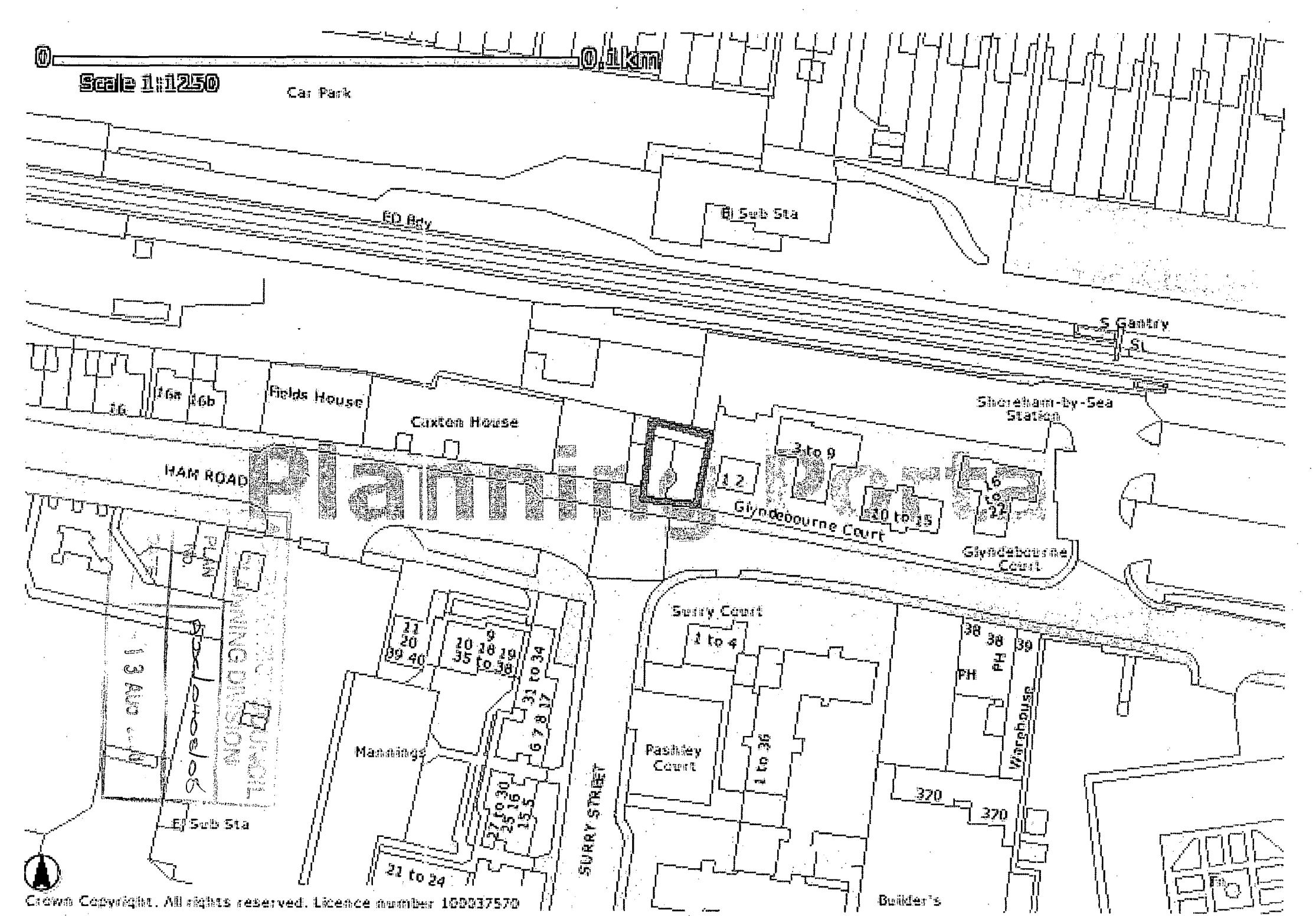
You may be aware of plans to regenerate Shoreham harbour, and it has been decided to do this through a plan called the 'Shoreham Harbour Joint Area Action Plan', or JAAP for short. I have been appointed as Planning Director for the JAAP, and I am writing to you, as it has been decided to convert the Old School House, next door to you, as our offices. I will shortly be submitting a planning application for this to Adur District Council, and you will be formally notified, and given a chance to make comments.

I am sure the new use will not cause you any problems – the offices will mostly be used during normal office hours, though there may occasionally be evening or weekend meetings, but I do not expect there to be any noise or other disturbance. We will encourage visitors to use public transport, or come on foot or cycle. Anyone coming by car would have to use the Adur Civic centre car park a little way along Ham Rd.

If you are concerned about this either now, or when the planning application is being considered, please let me know and I will be happy to address your concerns. I would also invite you to make direct contact with me about anything you're unhappy about when we've moved in, if planning permission is granted.

Yours sincerely,

Jim Redwood,
Planning Director, Shoreham Harbour JAAP



Crown Copyright. All rights reserved. Licence number 100037570