ADUR DISTRICT COUNCIL

Adur District Council

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Date Rc..
02 OCT 2001

Application for Listed Building Consent

Planning (Listed Buildings and Conservation Areas) Act 1990

Please read the notes before you fill in this form.

1 Applicant (in block capitals)

Full name : GRAVES SON & PILCHER	
Address (including postcode):	
51 OLD STEYNE, BRIGHTON	
BN1 1HU.	
Phone Number: [redacted]	
Home:	
Work:	
Extension:	
Fax Number:	

Agent (if any)

Full name :	
Address (including postcode):	
Phone Number:	
Home:	
Work:	
Extension:	
Fax Number:	

2 Type of Application

I am applying for Listed Building Consent to: demolish a listed building	Yes ☐	No ☐
demolish part of a listed building (please see note 4)	Yes ☐	No ☐
I am applying to alter or extend a listed building	Yes ☐	No ☐
I am applying to fix an advertisement or structure to a listed building	Yes ☑	No ☐
I am applying to remove or change a condition on a Listed Building Consent	Yes ☐	No ☐

If 'Yes', please give the condition number ☐ and the application number ☐

3 Please give the address of the building this application relates to.

SHOREHAM TOWN HALL, 45-49 HIGH STREET, SHOREHAM.

Do you own or control any land or buildings next to this site? Yes ☐ No ☐
(If 'Yes', the land or buildings should be outlined in blue on your plan

Area of land the application relates to 306 square metres or 0.03 hectares

4 Please describe the work you want to carry out

RETENTION OF SINGLE 4ft x 3ft - ESTATE AGENT BOARD ON WEST FLANK WALL (RETROSPECTIVE).

SEE PHOTO'S FOR POSITION.

Are you applying for consent for work already carried out? Yes ☑ No ☐

If 'Yes', please tell us:

- The application number of the planning permission for the development; and
- The date the work was carried out: FEB 06 (2ND APP).

5 The use of the building

What is the building used for now?

OFFICES ✓ RESTAURANT

If the building is not in use, what was it last used for?

N/A

What do you plan to use the building for?

N/A

6 Grants

Have you received a grant for any work involved in this application? Yes ☐ No ☐

If 'Yes', please tell us who provided the grant and the date you received it.

5 Please enclose four copies of this form and four sets of plans.

Please number your plans and write the numbers and scales against the titles here. (Please see note 7)

	Plan number	Scale
Location plan	1	1:1250
Block plan		
Detailed plans		

8 Signature

Signature: [redacted] **Date:** 16/5/07

Please print your name: L. A. DOHERTY.

Certificate under Section 11 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (please see note 8)

Certificate A

I confirm that: nobody except the applicant was an owner of the building or land involved at the beginning of the period of 21 days before the date of this application. ('Owner' means the freehold owner or a tenant with at least seven years of tenancy remaining).

Signature:	Date:
Please print your name:	

Notes

1 You may find it helpful to call in at our Planning Section to discuss your plans before you fill in this form.

2 You can make the application yourself or you can employ someone (an "agent") to do it for you. If an agent makes the application, we will send all letters, including the decision notice, to them.

3 Definition of a listed building

A listed building is any building which:

- is included in a list of buildings of special architectural or historic interest made by the Secretary of State under Section 1 of the Planning (Listed Buildings and Conservation Areas) Act 1990,
- immediately before 1 January 1969 was under a Building Preservation Order under Part 111 of the Town and Country Planning Act 1962, or
- is under a current Building Preservation Notice served under Section 3 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

4 Demolishing or partly demolishing a listed building

You will normally need Listed Building Consent to demolish part of a listed building. However, this will depend on the amount of the demolition planned, and you should discuss your proposal with a Planning Officer, even if the demolition is minor. Some minor demolition may still need Listed Building Consent as it may be considered to be an alteration to a listed building.

You can only demolish a listed building if:

- you have Listed Building Consent, and
- you have told the Royal Commission on Historical Monuments about the proposed work and have given them reasonable access to the building for at least a month after getting Listed Building Consent. In some cases, the Commission may write to say that it does not need access.

5 Altering or extending a listed building

You need Listed Building Consent to alter, do work to or extend a listed building if the work would affect the building's character as a building of special architectural or historic interest. This applies to work inside and outside the building.

Anything which is fixed to the building or forms part of the site and has done since 1 July 1948 is treated as part of the listed building (for example, walls and outbuildings). This means that you must apply for consent to alter or carry out work on any part of the building or site.

6 Putting up an advertisement on a listed building

You must have Listed Building Consent to put a sign on a listed building. This may not apply if you are replacing a sign we have already agreed to with one which meets the standards we set for the first sign.

7 How to apply for Listed Building Consent

Please send us **four** sets of your plans with the scale and north point clearly shown (5 sets for applications in Lancing and Sompting). It would help us if these plans are size A3 or A4. One copy of the plans must be coloured to show the work you are applying for.

Your plans must all be prepared using the metric scale. You should include the following:

- A location plan using an Ordnance Survey map at a scale of 1:1250. The site must be outlined in red.
- A block plan at a scale of 1:500 showing the site and all neighbouring properties. You should show the location of the building (highlighted in red) and the location of any new buildings. You should show the location of any existing or proposed access. You should also highlight in blue the boundary of any other land you own which joins the site.
- Detailed plans at a scale of 1:50 or 1:100 showing the building. Your plans, elevations and sections should use colour to show the difference between existing and new work.

Continued over the page

Your plans and sections should include all materials to be used, elevations of all sides of the building as they are now and as they will be. If the building faces onto a street, the elevations should show the details of buildings next door and the position, type and dimensions of the foundations, walls, roofs and chimneys of the buildings. Full details of all materials, colours and finishes used in the buildings as they are now should also be supplied. If you are putting up a new shopfront you must give full details of all the materials, finishes and colours you will use and an elevation to a scale of 1:20

If you are planning to put up new buildings, you should provide details of these, even if you do not yet have planning permission.

8 Certificate

We cannot accept an application for Listed Building Consent unless there is one of four certificates with it signed by or on behalf of the applicant. Please read the declaration carefully before you sign.

If you are not the owner or a tenant with at least seven years of tenancy remaining, you will have to give notice to the owners and fill in Certificate B. Certificates C and D are only relevant if you have tried to trace the other owners and have failed. You can get copies of these certificates and notices from the Planning Office. If you are the owner, fill in Certificate A on page 3.

9 Building Regulations and planning permission

These notes only cover Listed Building Consent. You may also need to apply for planning permission and for approval under the Building Regulations. You can get forms and further information from the Planning Office.

Please send your application to:

Chief Officer
Planning and Development Services
Civic Centre
Ham Road
Shoreham by Sea
West Sussex
BN43 6PR

Phone: 01273 263222
Fax: 01273 263203
E-mail: developmentcontrol@adur.gov.uk

Before sending your application please make sure you have:

- answered all the questions;
- signed and dated the application form;
- signed and dated certificate A (or certificate B if you do not own all the land);
- enclosed four sets of your plans (one must be coloured to show the work you are applying for); (5 sets for applications in Lancing and Sompting).

Remember that an agent can sign the form and certificate for you.

ADUR DISTRICT COUNCIL

Town and Country Planning (General Development Procedure) Order 1995

CERTIFICATE UNDER ARTICLE 7

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. Asc/019/07
DATE RECEIVED 02 OCT 2007

Certificate B *(a)*
I certify that:

- I have/The applicant has/The appellant has* given the requisite notice to everyone else who, on the day 21 days before the date of the accompanying application/appeal*, was the owner*(b)* of any part of the land to which the application/appeal* relates, as listed below.

Owner's*(b)* name	Address at which notice was served	Date on which notice was served
Chris Gargan Utilec Properties	maltings farm Malthouse Lane Hurstpierpoint BN6 9JZ	21/4/07

- None of the land to which the application/appeal relates is, or is part of, an agricultural holding.

OR

- I have/The applicant has/The appellant has given the requisite notice to every person other than my/him/her* self who, on the day 21 days before the date of the application/appeal*, was a tenant of an agricultural holding on all or part of the land to which the application/appeal* relates, as follows:

Tenant's name	Address at which notice was served	Date on which notice was served

[redacted]

Signed [redacted]

* On behalf [redacted]

Date 23/4/07

*delete where inappropriate

(a) This Certificate is for use with applications and appeals for planning permission (articles 7 and 9(1) of the Order). One of Certificates A, B, C or D (or the appropriate certificate in the case of certain minerals applications) must be completed, together with the Agricultural Holdings Certificate.

(b) "owner" means a person having a freehold interest or a leasehold interest the unexpired term of which is not less than 7 years, or, in the case of development consisting of the winning and working of minerals, a person entitled to an interest in a mineral in the land (other than oil, gas, coal, gold or silver).

COUNCIL
PLANNING DIVISION
PLAN No. Ad01a107
DATE RECEIVED 02 OCT 2007



ADUR DISTRICT COUNCIL
PLANNING DIVISION

PLAN No.	Ad01ai1o7
DATE RECEIVED	0 2 OCT 2007



GRAVES SON & PILCHER

51 Old Steyne, Brighton, East Sussex, BN1 1HU
Telephone (01273) 321 123
Fax (01273) 77 10 70
email: info@gsp.uk.com
www.gsp.uk.com

Estate Agents, Surveyors, Valuers & Property Managers

Graves Son & Pilcher for themselves and for the vendors or lessors of this property whose agents they are give notice that: (1) the particulars are produced in good faith, are set out as a general guide only and do not constitute any part of a contract; (11) no person in the employment of Graves Son & Pilcher has any authority to make or give any representation or warranty whatever in relation to this property.

SMALL OFFICE SUITE - 172 ft² / 15.98m²

TO LET on an INCLUSIVE RENT

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. Ad01a1lot
DATE RECEIVED 02 OCT 2007



Shoreham Town Hall +Annexe
High Street
Shoreham By Sea
West Sussex BN43 5DD

Situated in a prominent corner location, fronting the main A259 coast road in the heart of Shoreham town centre (see location plan overleaf). Various shopping and leisure facilities are easily accessible.

The suite forms part of this imposing former Town Hall building which is now a business centre and restaurant (on ground floor). The suite is accessed from a separate side entrance and benefit from a mix of gas/electric heating, entry phone system, carpeting, window blinds and shared WC's.

First Floor: 'Suite 4' – 11'10" x 14'7" (3.38m x 4.48m) in all **172 ft²** / 15.98 m²

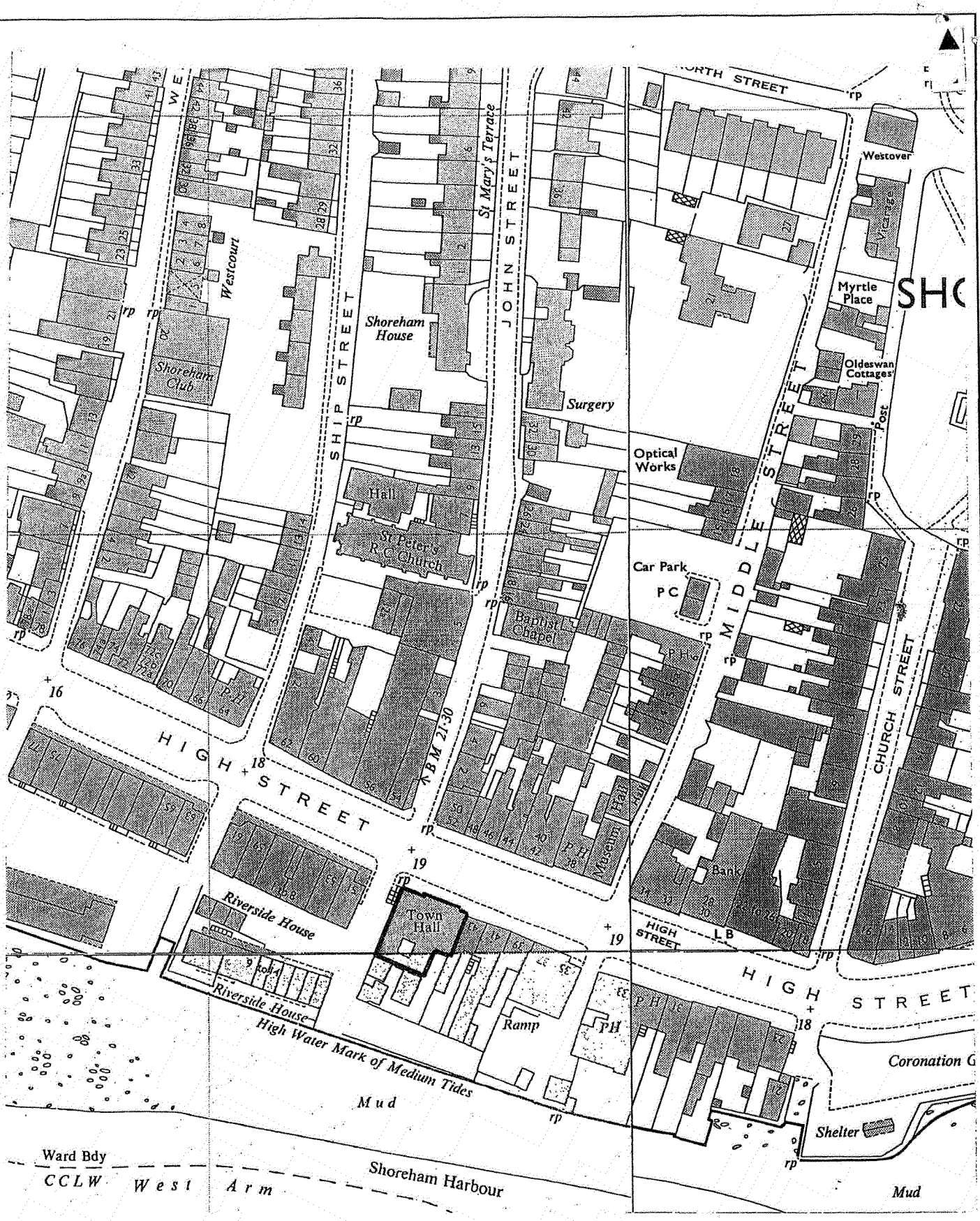
All measurements are approximate

Rateable Value: Suite 4 - £1,450 (w.e.f. 1.4.2005) (formerly £1,125)
(transitional arrangements may apply)

Services not tested

The suite is **TO LET** for a short/medium term at a rental of **£215.00 per month** to include electricity, water and gas central heating costs but excluding business rates.

Viewing by appointment with SOLE LETTING AGENTS, **GRAVES SON & PILCHER**



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GRAVES SON & PILCHER

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Established 1897

LD.SS.C

1 October 2007

ADUR
PLANNING
PLAN No. AD0104/07
DATE RECEIVED 02 OCT 2007

Adur District Council
Civic Centre
Ham Road
Shoreham by Sea BN43 6PR

Attention of Ms Dawn Ayres

Dear Sirs

Retention of temporary estate agent's advertising board on west side (renewal of listed building consent ADC/0083/06)
Town Hall Chambers, 45-46 High Street, Shoreham by Sea

I am in receipt of your letter dated 27 September 2007 in respect of the Design and Access statement.

The design is an estate agent's board measuring 4' x 3' in diameter and no more than 10mm in depth. The Corex is neatly nailed to wooden battens which are fixed to the west flank of Town Hall Chambers.

Access to the board is via our self-employed board man who requires a ladder to fix/remove the advertisement board and is covered by his own insurance.

I hope the above information will suffice although, if you require any further information then please do not hesitate to contact our Mr Leigh Doherty.

Yours faithfully

Graves Son & Pilcher

ADUR D.C.
CHIEF EXECUTIVES
DEPARTMENT
- 2 OCT 2007