Planning Services, 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



ADUR DISTRICT ... PLANNING DIV... PLAN No. ADC/0473/08 RECEIVED 07 OCT 2008

Application for Planning Permission.
Town and Country Planning Act 1990

Publication of planning applications on council websites

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 you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the council's website, please contact the council's planning department.

Please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	
First name:	
Last name:	
Company (optional):	Hyman Hill Estate Agents
Unit:	
House number:	10
House suffix:	
House name:	
Address 1:	Buckingham Road
Address 2:	
Address 3:	
Town:	Shoreham by Sea
County:	West Sussex
Country:	
Postcode:	BN43 5UA

2. Agent Name and Address

Title:	Mr.
First name:	Ray.
Last name:	Reynolds
Company (optional):	R J Reynolds Ltd. Architectural Services
Unit:	
House number:	82
House suffix:	
House name:	
Address 1:	Greenacres
Address 2:	
Address 3:	
Town:	Shoreham by Sea
County:	West Sussex
Country:	
Postcode:	BN43 5XL

3. Description of the Proposal

Please describe the proposed development, including any change of use:

Full planning application to form a small lock up shop from part of an existing estate agents office with new shop front and entrance facing Gordon Road

Has the building, work or change of use already started? ☐ Yes ☑ No

If Yes, please state the date when building, work or use were started (DD/MM/YYYY): _____ (date must be pre-application submission)

Has the building, work or change of use been completed? ☐ Yes ☑ No

If Yes, please state the date when the building, work or change of use was completed: (DD/MM/YYYY): _____ (date must be pre-application submission)

4. Site Address Details

Please provide the full postal address of the application site.

Unit: | House number: | House suffix:

House name: 10

Address 1: Buckingham Road

Address 2:

Address 3:

Town: Shoreham by Sea

County: West Sussex

Postcode (optional): BN43 5UA

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

Easting: | Northing:

Description:

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).

Please tick if the full contact details are not known, and then complete as much as possible: ☐

Officer name:

Reference:

Date (DD/MM/YYYY):
(must be pre-application submission)

Details of pre-application advice received?

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

If you answered Yes to any of the above questions, please show details on your plans/drawings and state the reference of the plan (s)/drawings(s)

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:

Grey Wheely bin location at ground floor level in rear yard

Have arrangements been made for the separate storage and collection of recyclable waste? ☑ Yes ☐ No

If Yes, please provide details:

Blue Wheely bin location at ground floor level in rear yard

8. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? ☐ Yes ☑ No

If Yes, please provide details:

9. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the council? ☐ Yes ☑ No

If Yes, please provide details:

10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not applicable	Don't Know	Drawing references if applicable
Walls	Face brickwork	As existing	☐	☐	
Roof	Tiled	As existing unaltered	☐	☐	
Windows	Sliding sash to be replaced	Powder coated aluminium shop front	☐	☐	
Doors	N/A	Powder coated aluminium entrance door and frame	☐	☐	
Boundary treatments (e.g. fences, walls)		N/A	☐	☐	
Vehicle access and hard-standing		N/A	☐	☐	
Lighting		N/A	☐	☐	
Others (please specify)		Non - luminated shop front-sign to match estate agents	☐	☐	

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

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

Site location & block plans with existing side elevation with Access & Design Statement drawing 1657/P1; Existing & Proposed ground floor plan and proposed side elevation drawing. 1657/P2

11. Vehicle Parking

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

Type of Vehicle	Total Existing	Total proposed (including spaces retained)	Difference in spaces
Cars	0	0	0
Light goods vehicles/ public carrier vehicles	0	0	0
Motorcycles	0	0	0
Disability spaces	0	0	0
Cycle spaces	0	0	0
Other (e.g. Bus)			
Other (e.g. Bus)			

12. Foul Sewage

Please state how foul sewage is to be disposed of:

- [x] Mains sewer
- [ ] Cess pit
- [ ] Septic tank
- [ ] Other
- [ ] Package treatment plant

Are you proposing to connect to the existing drainage system? [x] Yes [ ] No

If Yes, please include the details of the existing system on the application drawings and state references for the plan(s)/drawing(s):

Waste from tea room taken to existing sealed back inlet gully. Existing toilet is shared with the other shops

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 [x] No

If Yes, you will need to submit a 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 [x] No

Will the proposal increase the flood risk elsewhere? [ ] Yes [x] No

How will surface water be disposed of?

- [ ] Sustainable drainage system
- [ ] Existing watercourse
- [ ] Soakaway
- [ ] Pond/lake
- [x] Main sewer

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
- [x] 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
- [x] No

c) Features of geological conservation importance:

- [ ] Yes, on the development site
- [ ] Yes, on land adjacent to or near the proposed development
- [x] No

15. Existing Use

Please describe the current use of the site:

Estae Agents office

Is the site currently vacant? [ ] Yes [x] No

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

When did this use end (if known)? DD/MM/YYYY (date where known may be approximate)

Does the proposal involve any of the following:

Land which is known to be contaminated? [ ] Yes [x] No

Land where contamination is suspected for all or part of the site? [ ] Yes [x] No

A proposed use that would be particularly vulnerable to the presence of contamination? [ ] Yes [x] No

If you have answered 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 [x] 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 [x] 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 [x] No

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste

18. Residential Units (Including Conversion)

Does your proposal include the gain, loss or change of use of residential units? ☐ Yes ☐ No
If Yes, please complete details of the changes in the tables below:

Proposed Housing

Market Housing	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						
Flats and maisonettes	☐						
Live-work units	☐						
Cluster flats	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Unknown type	☐						
Totals *(a + b + c + d + e + f + g) =*							

Social Rented	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						
Flats and maisonettes	☐						
Live-work units	☐						
Cluster flats	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Unknown type	☐						
Totals *(a + b + c + d + e + f + g) =*							

Intermediate	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						
Flats and maisonettes	☐						
Live-work units	☐						
Cluster flats	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Unknown type	☐						
Totals *(a + b + c + d + e + f + g) =*							

Key worker	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						
Flats and maisonettes	☐						
Live-work units	☐						
Cluster flats	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Unknown type	☐						
Totals *(a + b + c + d + e + f + g) =*							

Total proposed residential units *(A + B + C + D) =*

Existing Housing

Market Housing	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						
Flats and maisonettes	☐						
Live-work units	☐						
Cluster flats	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Unknown type	☐						
Totals *(a + b + c + d + e + f + g) =*							

Social Rented	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						
Flats and maisonettes	☐						
Live-work units	☐						
Cluster flats	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Unknown type	☐						
Totals *(a + b + c + d + e + f + g) =*							

Intermediate	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						
Flats and maisonettes	☐						
Live-work units	☐						
Cluster flats	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Unknown type	☐						
Totals *(a + b + c + d + e + f + g) =*							

Key worker	Not known	Number of Bedrooms 1	2	3	4+	Unknown	Total
Houses	☐						
Flats and maisonettes	☐						
Live-work units	☐						
Cluster flats	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Unknown type	☐						
Totals *(a + b + c + d + e + f + g) =*							

Total existing residential units *(E + F + G + H) =*

TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total):

19. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? ☐ Yes ☑ No

If you have answered Yes to the question above please add details in the following table:

Use class/type of use		Not applicable	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross internal floorspace proposed (including change of use)(square metres)	Net additional gross internal floorspace following development (square metres)
A1	Shops	☐	24.5	Nil	Nil	Nil
	Net tradable area:	☐				
A2	Financial and professional services	☐				
A3	Restaurants and cafes	☐				
A4	Drinking establishments	☐				
A5	Hot food takeaways	☐				
B1 (a)	Office (other than A2)	☐				
B1 (b)	Research and development	☐				
B1 (c)	Light industrial	☐				
B2	General industrial	☐				
B8	Storage or distribution	☐				
C1	Hotels and halls of residence	☐				
C2	Residential institutions	☐				
D1	Non-residential institutions	☐				
D2	Assembly and leisure	☐				
OTHER	Please specify	☐				
		☐				
	Total			N/A		

In addition, for hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms

Use class	Type of use	Not applicable	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	Net additional rooms
C1	Hotels	☐			
C2	Residential Institutions	☐			
Other	Hostels	☐			

20. Employment

Please complete the following information regarding employees:

	Full-time	Part-time	Total full-time equivalent	Not known
Existing employees				
Proposed employees				

21. Hours of Opening

Please state the hours of opening for each non residential use proposed:

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Not known
Not Known	Not Known	Not Known	Not Known	Not Known

22. Site Area

Please state the site area in hectares (ha) 84 sq. metres

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:

Is the proposal a waste management development? ☐ Yes ☐ No

If the answer is Yes, please complete the following table:

	Not applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Maximum annual operational throughput in tonnes (or litres if liquid waste)
Inert landfill	☐		
Non-hazardous landfill	☐		
Hazardous landfill	☐		
Energy from waste incineration	☐		
Other incineration	☐		
Landfill gas generation plant	☐		
Pyrolysis/gasification	☐		
Metal recycling site	☐		
Transfer stations	☐		
Material recovery/recycling facilities (MRFs)	☐		
Household civic amenity sites	☐		
Open windrow composting	☐		
In-vessel composting	☐		
Anaerobic digestion	☐		
Any combined mechanical, biological and/or thermal treatment (MBT)	☐		
Sewage treatment works	☐		
Other treatment	☐		
Recycling facilities construction, demolition and excavation waste	☐	N/A	
Storage of waste	☐		
Other waste management	☐		
Other developments	☐		

Please provide the maximum annual operational throughput of the following waste streams:

Municipal	
Construction, demolition and excavation	
Commercial and industrial	
Hazardous	

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make clear what information it requires on its website.

24. Hazardous Substances

Does the proposal involve the use or storage of any of the following materials in the quantities stated below? ☐ Yes ☐ No ☐ Not applicable

If Yes, please provide the amount of each substance that is involved:

Acrylonitrile (tonnes)	Ethylene oxide (tonnes)	Phosgene (tonnes)
Ammonia (tonnes)	Hydrogen cyanide (tonnes)	Sulphur dioxide (tonnes)
Bromine (tonnes)	Liquid oxygen (tonnes)	Flour (tonnes)
Chlorine (tonnes)	Liquid petroleum gas (tonnes)	Refined white sugar (tonnes)
Other:	Other:	
Amount (tonnes):	Amount (tonnes):	

25. Certificates

One Certificate A, B, C, or D, must be completed, together with the Agricultural Holdings Certificate with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

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

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 *(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 the application relates.

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):
	[redacted]	24.09.2008

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.

Name of Owner	Address	Date Notice Served

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

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

I certify/ The applicant certifies that:

§ Neither Certificate A or B can be issued for this application

§ All reasonable steps have been taken to find out the names and addresses of the other owners *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

The steps taken were:

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):	On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):

25. Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

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

I certify/ The applicant certifies that:

§ Certificate A cannot be issued for this application

§ All reasonable steps have been taken to find out the names and addresses of everyone else 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 to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant: | Or signed - Agent: | Date (DD/MM/YYYY):

AGRICULTURAL HOLDINGS CERTIFICATE

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

Agricultural Land Declaration - You Must Complete Either A or B

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

Signed - Applicant: | Or signed - Agent: | Date (DD/MM/YYYY): 24.09.2008

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:

Name of Tenant	Address	Date Notice Served

Signed - Applicant: | Or signed - Agent: | Date (DD/MM/YYYY):

26. Planning Application Requirements - 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 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.

- 3 copies of a completed and dated application form: ☑
- The correct fee: £170.00 ☑
- 3 copies of the plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North: ☑
- 3 copies of a design and access statement: ☑
- 3 copies of other plans and drawings or information necessary to describe the subject of the application: ☑
- 3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings): ☑
- 3 copies of the completed, dated Ownership Certificate (A, B, C, or D - as applicable): ☑

27. Declaration

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

Signed - Applicant: | Or signed - Agent: | Date (DD/MM/YYYY): 24.09.2008 (date cannot be pre-application)

28. Applicant Contact Details

Telephone numbers

Country code: | National number: | Extension number:

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

29. Agent Contact Details

Telephone numbers

Country code: | National number: 01273 462889 | Extension number:

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional): RJR131313@aol.com

30. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? [X] 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)* [ ] Agent [X] Applicant [ ] Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

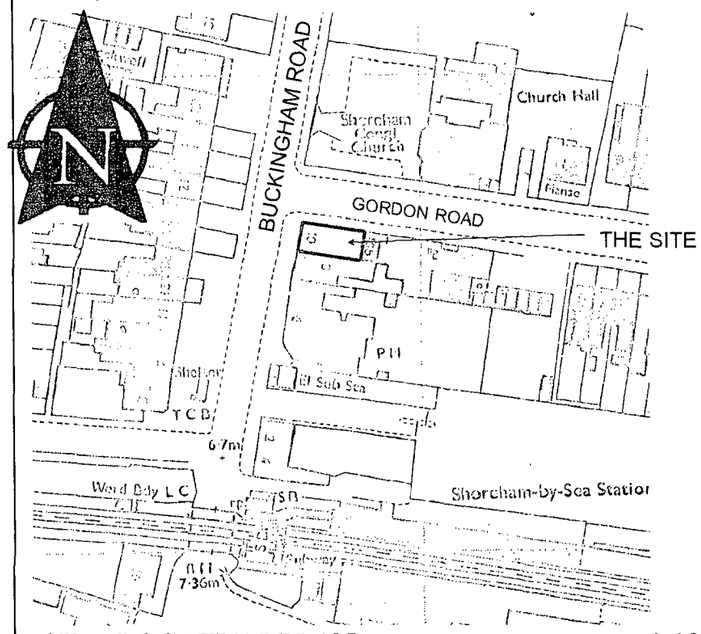
Telephone number: Shop & site is open to the public during day.

Email address:

CLIENT	PROJECT	R.J.REYNOLDS HNC Con. Tech. (Arch)
Hyman Hill Estate Agents	10 Buckingham Road Shoreham by Sea West Sussex	Architectural Services 82 GREENACRES SHOREHAM BY SEA WEST SUSSEX BN43 5XL Telephone: 01273 462889 Fax: 01273 441992
DRAWING Site Location & Block Plan with Existing Front Elevation & Access & Design Statement.	Proposed Alterations to a single existing shop to form 2 units	

drawing	1656/P1	scale	1:100; 1:500 & 1:1250	date	Sept. 2008	Revisions	

ADUR DISTRICT COUNCIL
PLANNING DEPT.
PLAN No. Adur/368
DATE RECEIVED 07 OCT 2008



SITE LOCATION PLAN 1:1250

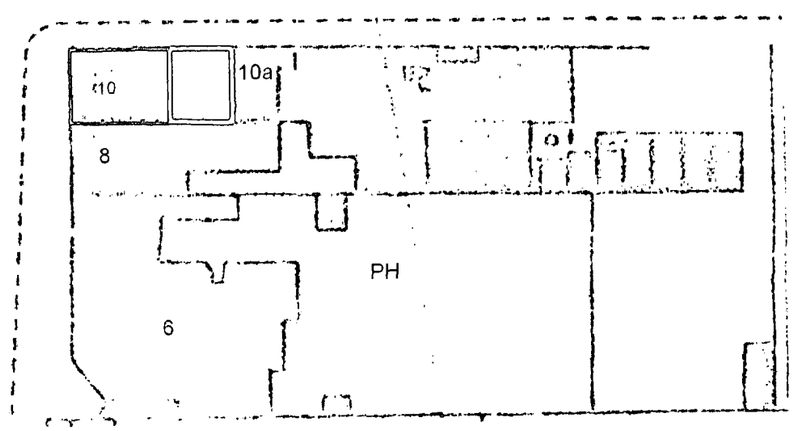
The planning proposals are to reduce the area of an existing estate agents office to form a separate lock up shop.

The external signage is not part of this application as the retail use is not known at this time.

The site is located on the corner of Buckingham Road and Gordon Road Shoreham by Sea West Sussex.

The shop unit is indicated with a red line. The retained agents area is marked in blue The site dimensions are 5.2 m frontage x 4.7 m depth, a total site area of 24.5 sq. m.

There are no alterations to the site drainage systems.



BLOCK PLAN 1:500

DESIGN & ACCESS STATEMENT.

Amount: *The proposals are to form a small lock up shop from an part of an existing estate agents office utilising 24.5 sq. metres of the existing floor area.*

Use: *The building has an is existing retail use and is unchanged.*

Layout: *The layout will provide a small shop area with a tea / staff room using the existing shared toilet facilities at the rear of the building.*

Scale: *The existing building is unchanged apart from the new shop front and entrance door which is to be formed in place of an existing window.*

Landscaping: *There is no landscaping included with the proposals.*

Appearance: *The new shop front and entrance door will be formed within the external wall in line with the estate agents facade design in powder coated aluminium with a shop sign over colours of which are to be notified.*

Access; *The shop is within a retail area used by the local residents of the town, on and off street parking is available close to a bus stop and the main line station*

Sustainability; *The building exists and will provide additional retail use for the area, its occupancy and use is unknown at present*



EXISTING SIDE ELEVATION (North)

-1 0 1 2 3 4 5 6 7 8 9 10

Scale bar. metres at 1: 100 at A 3 reproduction

CLIENT Hyman Hill Estate Agents				PROJECT 10 Buckingham Road Shoreham by Sea West Sussex				R.J.REYNOLDS HNC Con. Tech. (Arch) Architectural Services 82 GREENACRES SHOREHAM BY SEA WEST SUSSEX BN43 5XL Telephone: 01273 462889 Fax: 01273 441992				
DRAWING Existing & Proposed Floor Plans & Elevations				Proposed Alterations to a single existing shop to form 2 units								
drawing	1656/P2	scale	1:100.	date	Sept. 2008	Revisions						

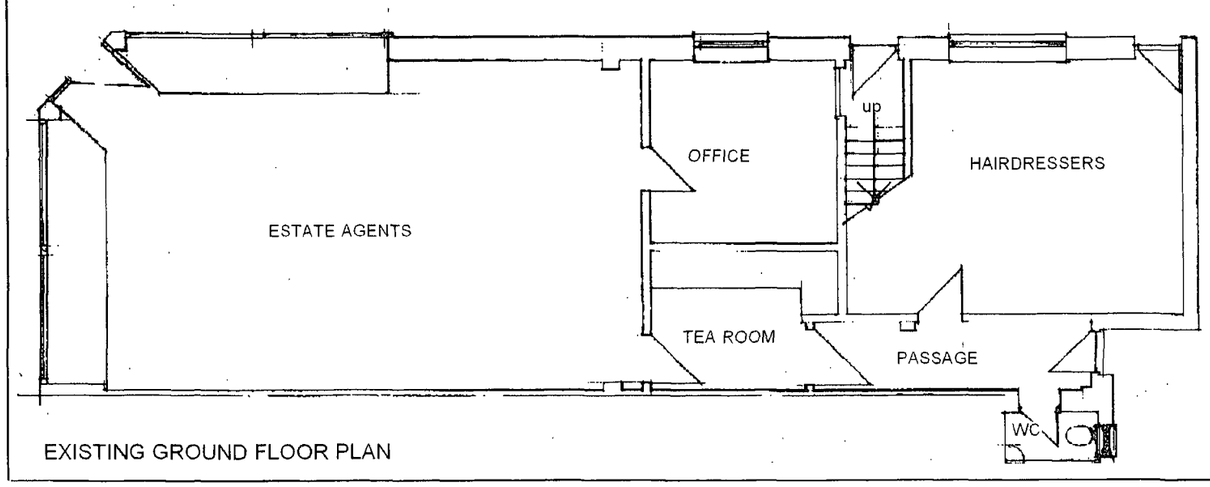
PLANNING DIVISION
PLAN No. AP/08/73608
DATE RECEIVED 07 OCT 2008



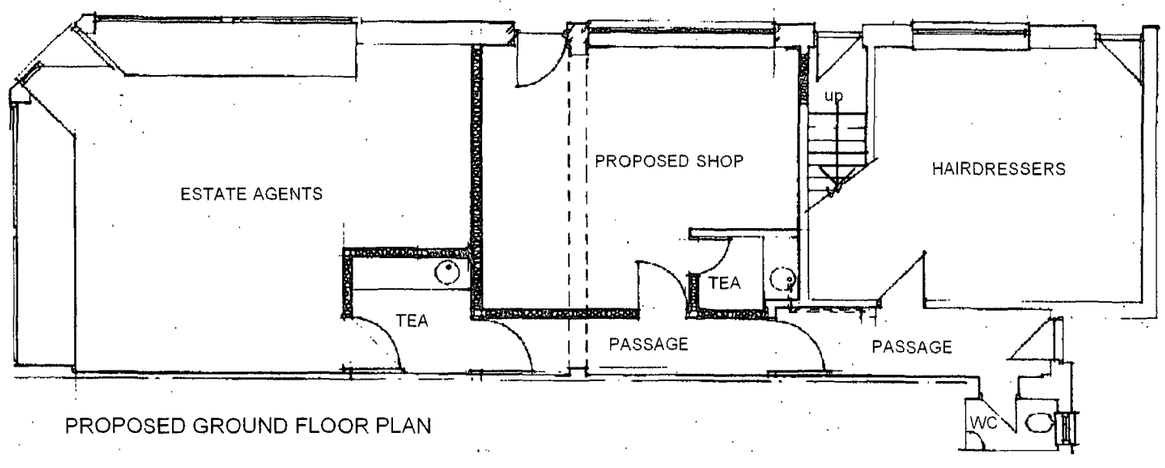
PROPOSED FRONT ELEVATION

DESIGN NOTES:

The shop front sign is a non illuminated painted sign to match the estate agents with similar projection. The new shop front is to be 1 piece of armour plate glass set within a powder coated aluminium frame. The new shop entrance door is to be in armour plated glass set within an powder coated aluminium frame minimum 900 mm wide between stops with a flush threshold to allow for wheel char access for disabled.



EXISTING GROUND FLOOR PLAN



PROPOSED GROUND FLOOR PLAN

-1 0 1 2 3 4 5 6 7 8 9 10
Scale bar. metres at 1: 100 at A 3 reproduction