Form Ref. No. 218525

ADUR DISTRICT COUNCIL

Application For Planning Permission

TOWN AND COUNTRY PLANNING ACT, 1990

4 copies of this form required, together with plans and appropriate fee.
All measurements are to be given in metric.
If site relates to Lancing or Sompting, please submit 5 copies.

FOR OFFICIAL USE ONLY	
Appl. No.	Ando2107
Date Received	25 APR 2007
Fee	135
Rem. List	

Applicant's Details

Title		Address	Unit 3, Triangle Centre,
Forenames			1 Commerce Way
Surname or Company/ Organisation	Form & Function Ltd.		Lancing Business Park
			Lancing
			West Sussex
Telephone		Postcode	BN15 8UP
Email			

Do you have an agent? Yes

Agent's Details

Title		Address	128 Hollingbury Road
Forenames			
Surname	Martin Szczerbicki Associates		
			Brighton
Telephone	01273 505626		East Sussex
Email Address	msarch@btconnect.com	Postcode	BN1 7JD

Application Type

(a) Full planning permission (including changes of use) ✓

(b) Outline planning permission

If 'Yes', state those matters to which this application relates (tick where appropriate)

- (i) Layout ☐
- (ii) Scale ☐
- (iii) External Appearance ☐
- (iv) The means of access ☐
- (v) Landscaping of the site ☐

(c) Renewal of a temporary permission N/A.

If 'Yes', state the Date

and Permission Application

and the Condition Number

(d) Permission for retention of building or continuance of use without complying with a condition imposed on a planning permission N/A

If 'Yes', state the Date

and Permission Application

and the Condition Number

Use of Land

Particulars of **Use** of Building or Land: Please State

Present use: Class B1 - Light Industrial & Offices

If vacant, the last use: Class B1 - Light Industrial & Offices

Additional Information

(a) Is the application for industrial, office warehousing, storage, shopping, commercial purposes or places of public assembly? Yes

(b) Is the application for the winning or working of minerals? No

(c) Is the application for an agricultural dwelling or building? No

(d) Does the proposed development involve the demolition of any residential units? No

If 'Yes', how many units? _____ Please indicate their position on plans

(e) Does the proposed development involve the felling of any trees? No If 'Yes', indicate their position on plans

(f) Does the proposed development involve any public right of way within the site? No If 'Yes', indicate their position on plans

(g) Does the proposed development involve demolition or alteration of a building or Special Architectural or Historic interest or demolition within a Conservation Area? No

If 'Yes', a separate application for **Listed Building Consent** or **Conservation Area Consent** may be necessary

(h) (i) How will surface water be disposed of? To main drains as existing

(ii) How will foul sewage be disposed of? To main drains as existing (e.g. mains, cesspit, etc.)

(i) Is there to be any 'furniture' placed on the street/highway? No

Process Description

Additional information required in respect of applications for Industrial, Office, Warehousing, Storage, Shopping, Rest and Nursing Homes, Commercial Purposes or Places of Public Assembly.

In the case of industrial development, give a description of the processes to be carried on and of the end products, and the type of plant or machinery to be installed. Please relate your answer to the 'Floor Areas & Uses' section.

Unknown at this time - BUT LIMITED TO ANY USE WITHIN CLASS B1 LIGHT INDUSTRIAL & OFFICES.

Details of Proposal

Is the proposal related to an existing use on or near the site? No

If 'Yes', please explain the relationship Existing use to be retained

Use of Land

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Unknown at this time - BUT LIMITED TO ANY USE WITHIN CLASS B1 LIGHT INDUSTRIAL & OFFICES.

Details of Proposal

Is the proposal related to an existing use on or near the site? No

If 'Yes', please explain the relationship: Existing use to be retained

Is this a proposal to replace existing premises in this area or elsewhere which have become obsolete, inadequate or otherwise unsatisfactory? No

If 'Yes', please give details including gross floor area of such premises and state your intentions in respect of those premises.

n/a

Details of Floor Areas and Uses - please specify in square metres

	Existing Floor Space or use (if any)	**Proposed New Floor Space or use**	**Total Floor Space** (Allow for any space lost)
What is the amount of industrial floor space?	80	40	80
What is the amount of office floor space?	99	139	99
What is the amount of retail floor space?			
What is the amount of storage or warehousing floor space?			
Other Use 1 (please specify)			
Other Use 2 (please specify)			
TOTALS	179	179	179

Other Uses 1 or Comments/Information

Figures for the breakdown of the floor space into industrial, office and storage uses, for previous and future use patterns are estimated.

Details of Staff	**Office**		**Industrial**		**Other**	
	Male	Female	Male	Female	Male	Female
(i) **Number of staff in existing premises on the site**						
(ii) **How many new staff will be employed on the site as a result of the development?**	9	9	3	3		
(iii) **If you propose to transfer staff from other premises, please give details of the numbers involved***						

*and details of the premises affected.

Premises Details

In the case of restaurants, hotels, public houses, theatres, cinemas, meeting halls, Rest and Nursing homes, etc., please specify:

Type of Business: n/a

Public floor space (Total):

Seating capacity:

Bar floor area (sq.m):

Single bedrooms:

Double bedrooms:

Parking & Traffic

What provisions have been made for parking, loading and unloading of vehicles within the curtilage on the site?

Provision will be as existing. Primarily vehicular access for unloading within the site and temporary parking for two cars together with space for as many bicycles as necessary.

State number of car spaces: 2

and Lorry spaces: NONE.

What is the estimated vehicular traffic flow to the site during a normal working day?

Please include all vehicles: 2

Separately specify those used by employees driving to work:

Waste

What is the nature of disposal of any trade effluents or trade refuse? as existing

What is the volume of any trade effluents or trade refuse? as existing

and the proposed means of disposal of any trade effluents or trade refuse? as existing

Will the proposed use involve the use or storage of any hazardous substances? No

If 'Yes', please indicate: n/a

Plans

List of drawings and plans submitted as part of the application - indicate drawing numbers and scales.
4 sets of all drawings are required.
Additional copies in respect of major applications will assist in determination of such applications.
All measurements are to be given in metric (89/617 EEC Directive).

Plan / Drawing	Number	Scale
Location Plan	07.01.01 / 1	1/1250
Proposed Plans, Elevations and Sections	07.01.01 / 3	1/50
Existing Plans, Elevtions and Sections	07.01.01 / 2	1/50
Block Plan	07.01.01 / 4	1/500
PHOTO SHEETS. 1-4. - EXISTING.	07.01.01 / P1	SITE ENTRANCE
	07.01.01 / P2 07.01.01 / P3	MAIN ELEVATIONS. SOUTH ELEVATIONS.
PROJECT DESCRIPTION - THE MEWS.	07.01.01 / P4	REFERENCE DETAILS.

Fees

If a fee is submitted, please give the amount £135.00 Calculated Fee

I/WE APPLY FOR PLANNING PERMISSION AS DETAILED ABOVE ☑ Tick to agree to this statement.

Signed: ..... ON BEHALF OF ..... Form & Function Ltd.

On behalf of: (Insert applicant's name if signed by agent)

Certificate

Certificate under Section 65 of the Town and Country Planning Act 1990 (Article 7 of the T & CP (General Development Procedure) Order 1995. **N.B.** A signed certificate MUST accompany this application. If the applicant is the sole owner (a) the following certificate should be completed and signed.
'Owner' means a person having a freehold interest or tenancy the unexpired term of which was not less than 7 years

Certificate A

I certify that:
on the day 21 days before the date of the accompanying application nobody, except the applicant, was the owner of any part of the land to which the application relates.
None of the land to which the application relates is or is part of an agricultural holding.

Do you agree to these statements? Yes

OR

N/A given requisite notice to every person other than N/A. who, on the day 21 days before the date of the application was a tenant of an agricultural holding on all or part of the land to which the application relates, as follows

Name of Tenant	Address at which Notice was served	Date on which Notice was served

Do you agree to these statements? YES

Signed: ..... Date: 30.03.07

On behalf of: FORM & FUNCTION LTD.

Job Location

The Mews
Business Centre
North Road
Lancing

Job. No.

07.01.01

ADUR DISTRICT COUNCIL
PLANNING DIVISION
Adc/210107
DATE RECEIVED Date 21.04.07
25 APR 2007

Design and Access Statement

This commercial site is located to the west of North Road Lancing. It is presently empty but has been occupied for the last 40 years by printing companies, travel agent offices and associated trades in a mixture of office, light industrial, storage and ancillary usages until 6 months ago.

The overall site is generally worn down, tired and in great need of repairs. it is at present very hard to maintain and keep clean, exacerbated by its constant use for fly tipping. The yard has also been exposed to a high level of vandalism and petty theft. Recently all the lead flashings were stolen making security by means of a secure gate a priority.

The redevelopment does not alter the amount of floor space or the configuration of the buildings in any way.

The use to which the building is put is remains as Class B1 - Light Industrial and Offices.

The layout of the buildings, points of access and spaces around the buildings remain unaltered except for the cosmetic work to enhance the general environment.

The buildings in terms of scale remain unaltered.

The appearance of the buildings will be greatly enhanced by the cosmetic improvements proposed. The whole site will be refreshed utilizing local materials and detailing to create a traditional mews reminiscent of a cobbled stable yard enclosed by brick and flint buildings.

The existing elevations will be clad with rustic fletton brick quoins in-filled with flint and rendered panels tied directly into the the existing brickwork. Hard landscaping will include cobblestones to the internal yard and tar-macadam finish to the entrance drive.

All existing doors and windows will be replaced to create an enclosed mews environment which will be entered via a new gateway framed by a brick and sandstone arch. Internal and external lighting will be replaced with traditional style fittings and the installation of new lantern lights over light voids will brighten the otherwise dingy offices.

Prior to the redevelopment, access into the site from North Road was via an unmade up driveway and access into the building via a single steep ramp or steps up to the various entrance doors.

Access into the development has taken account of the requirements of part M of the building regulations (as far as is practical when dealing with existing building structures) and the following improvements will be implemented.

a) The access driveway will be made up and finished with tar-macadam to the appropriate falls to create adequate drainage. This will leave a smooth level finish to the driveway facilitating wheelchair access that was not previously practical.

b) The existing steep ramp and steps up to the various entrance doors will be replaced with paved finishes that will be gently ramped up to flush entrance door thresholds. Again the proposed measures will facilitate wheel chair access not previously available.

Martin Szczerbicki Associates Ltd

Chartered Architects

Land Registry Index map plan

Ordnance Survey map reference **TQ1804SW**
Scale **1:1250**
Plan prepared on **13/02/2007** at **00:00:01**

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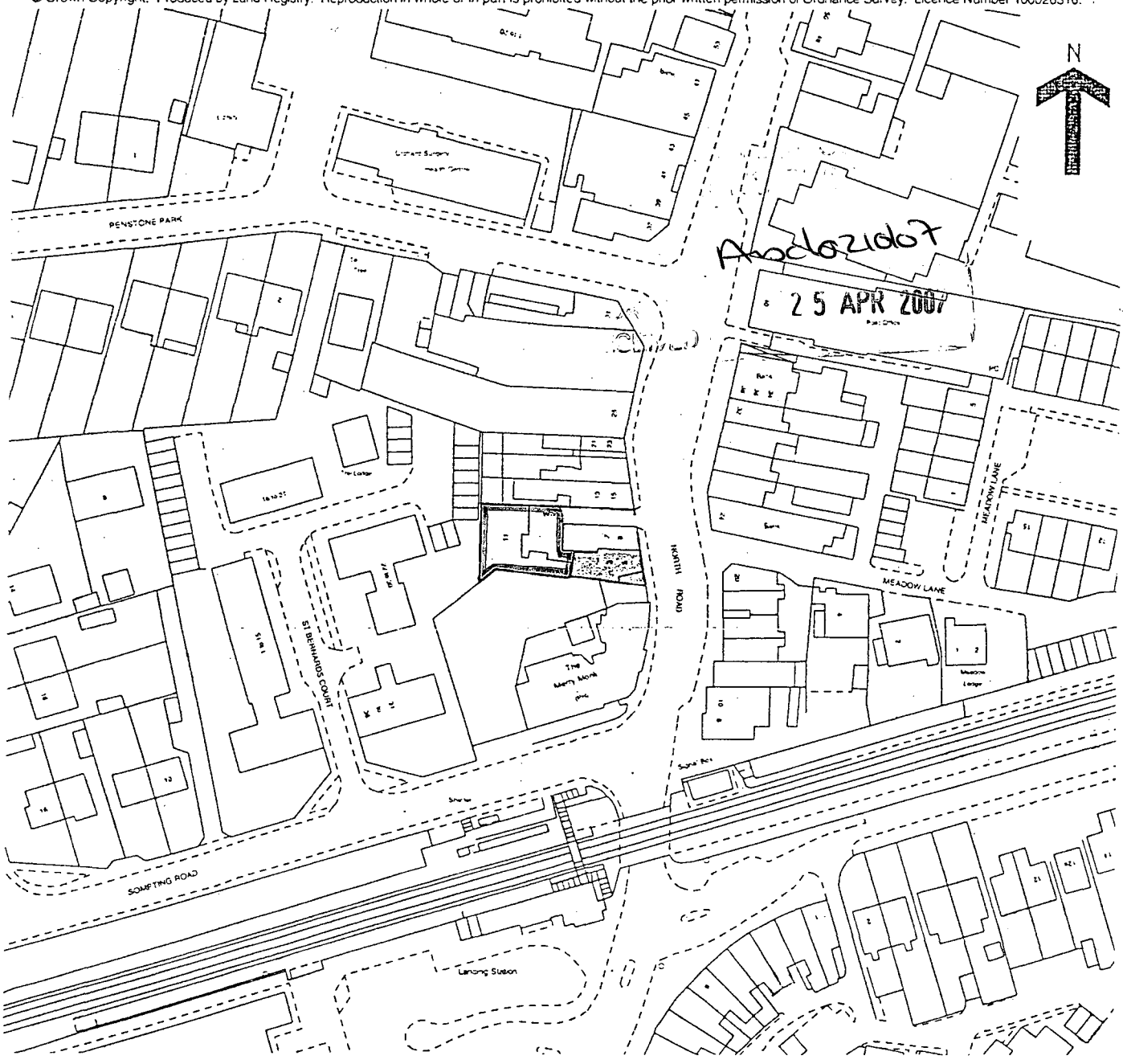
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PENSTONE PARK
Lancing Surgery
Ambulance Station
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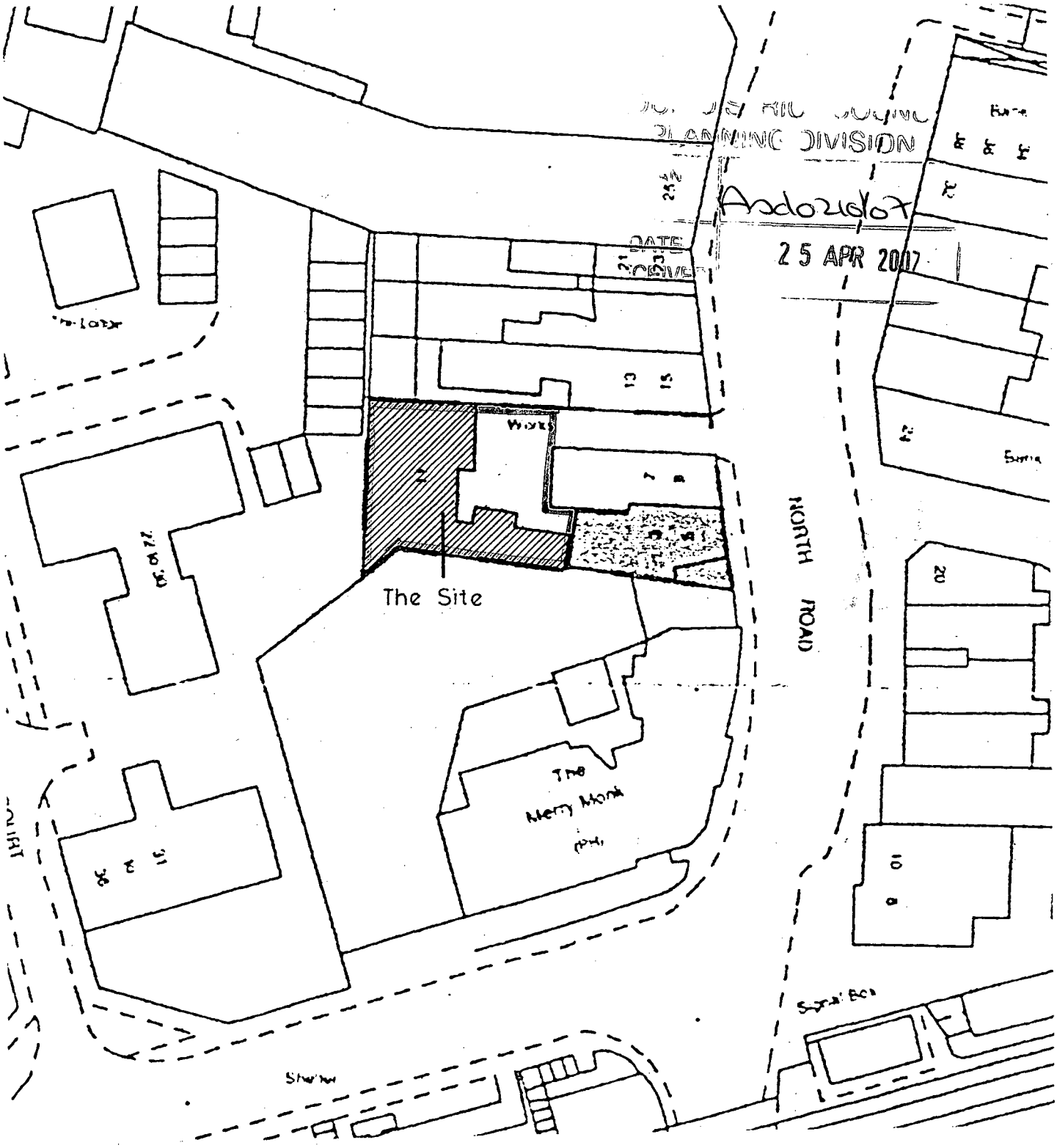
Martin Szczerbicki Associates Ltd

Chartered Architects



Architects
Martin Szczerbicki Associates Ltd.
Chartered Architects
128 Hollingbury Road
Brighton BN1 7JD

Tel / Fax 01273 505626
e-mail msarch@btconnect.com

Project
Alterations, refurbishment & general improvements

Location
Land to the rear of
3 / 5 North Road
Lancing

Drawing
Block Plan

Drwg.No.
07.01.01/4

Scale
1/500

Date
3/07

Martin Szczerbicki Associates Ltd Chartered Architects

PLANNING DIVISION
Ax 621067
DATE RECEIVED
23 APR 2007



Architects
Martin Szczerbicki Associates Ltd.
Chartered Architects
128 Hollingbury Road
Brighton BN1 7JD

Tel / Fax 01273 505626
e-mail msarch@btconnect.com

Project
Alterations, refurbishment & general improvements

Location
Land to the rear of
3 / 5 North Road
Lancing

Photo Sheet 1 - Existing
Site Entrance taken from North Street

Drwg.No. 07.01.01/P1

Date 3/07

Martin Szczerbicki Associates Ltd Chartered Architects

PLANNING DIVISION
Ard021067
DATE RECEIVED
25 APR 2007



Architects
Martin Szczerbicki Associates Ltd.
Chartered Architects
128 Hollingbury Road
Brighton BN1 7JD

Tel / Fax 01273 505626
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Project
Alterations, refurbishment & general improvements

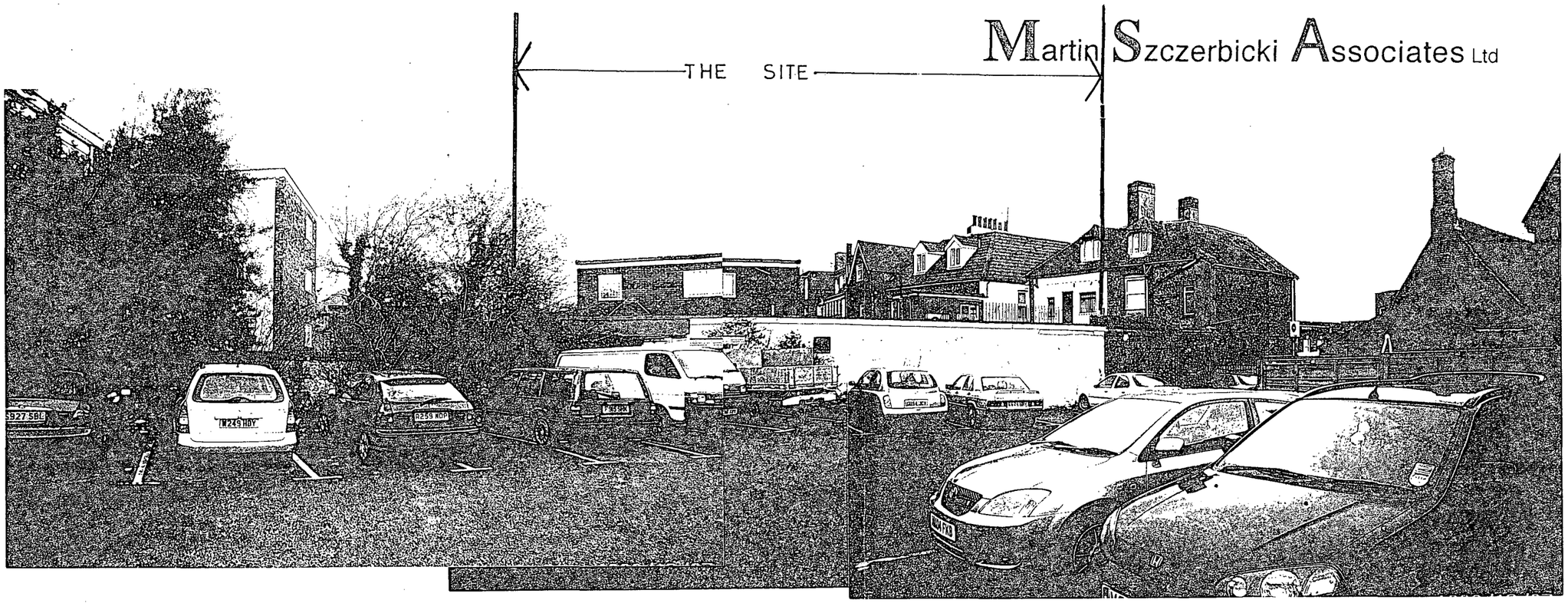
Location
Land to the rear of
3 / 5 North Road
Lancing

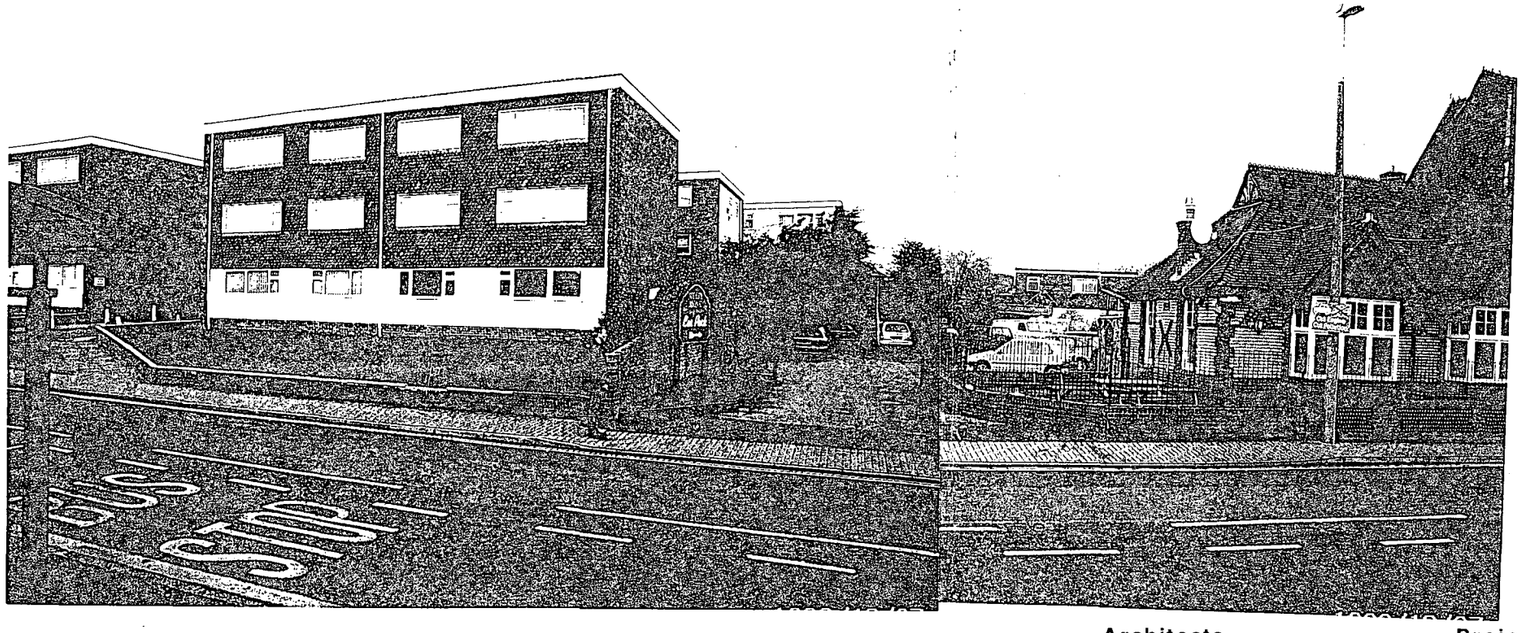
Photo Sheet 2 - Existing
Main elevations within the site

Drwg.No. 07.01.01/P2

Date 3/07

Martin Szczerbicki Associates Ltd
Chartered Architects





PLANNING DIVISION
Arch/21/07
DATE RECEIVED
25 APR 2007

Architects
Martin Szczerbicki Associates Ltd.
Chartered Architects
128 Hollingbury Road
Brighton BN1 7JD

Tel / Fax 01273 505626
e-mail msarch@btconnect.com

Project
Alterations, refurbishment & general improvements

Location
Land to the rear of
3 / 5 North Road
Lancing

Photo Sheet 3 - Existing
South elevation taken from the Merry Monk Public House car park and Sompting Road

Drwg.No. 07.01.01/P3

Date 3/07

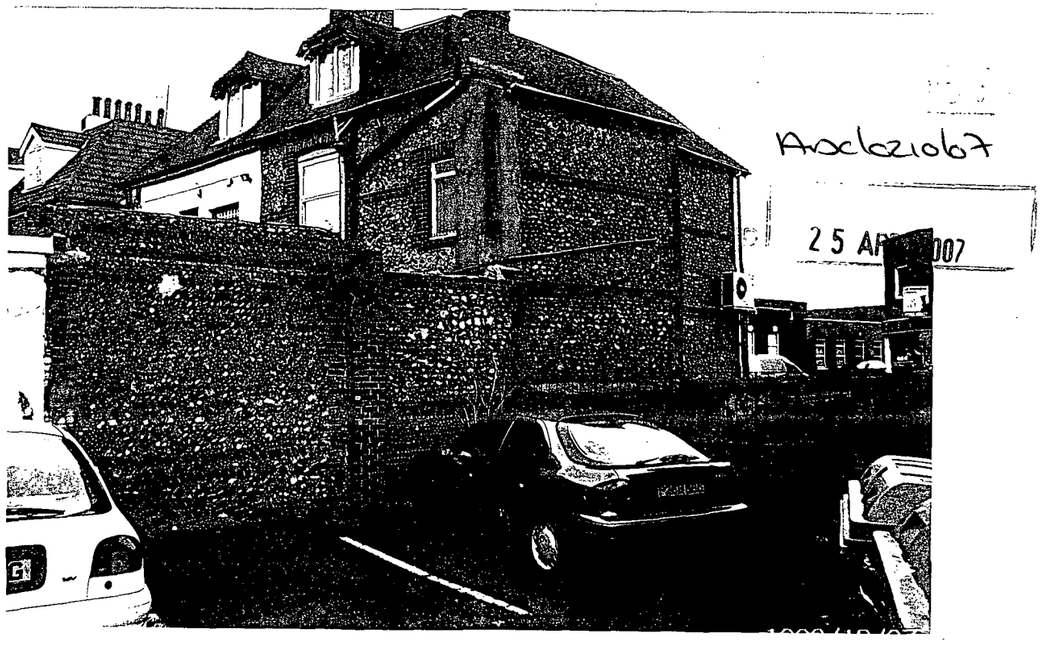




Martin Szczerbicki Associates Ltd

Chartered Architects





Architects
Martin Szczerbicki Associates Ltd.
Chartered Architects
128 Hollingbury Road
Brighton BN1 7JD

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e-mail msarch@btconnect.com

Project
Alterations, refurbishment
& general improvements

Location
Land to the rear of
3 / 5 North Road
Lancing

Photo Sheet 4 - Reference
Flint and brick quoin details to
buildings adjoining the site

Drwg.No. 07.01.01/P4

Date 3/07

PLANNING DIVISION
Arc/0216/07
DATE
25 APR 2007

Project: The Mews

11 North Road, Lancing, West Sussex BN15 9AH

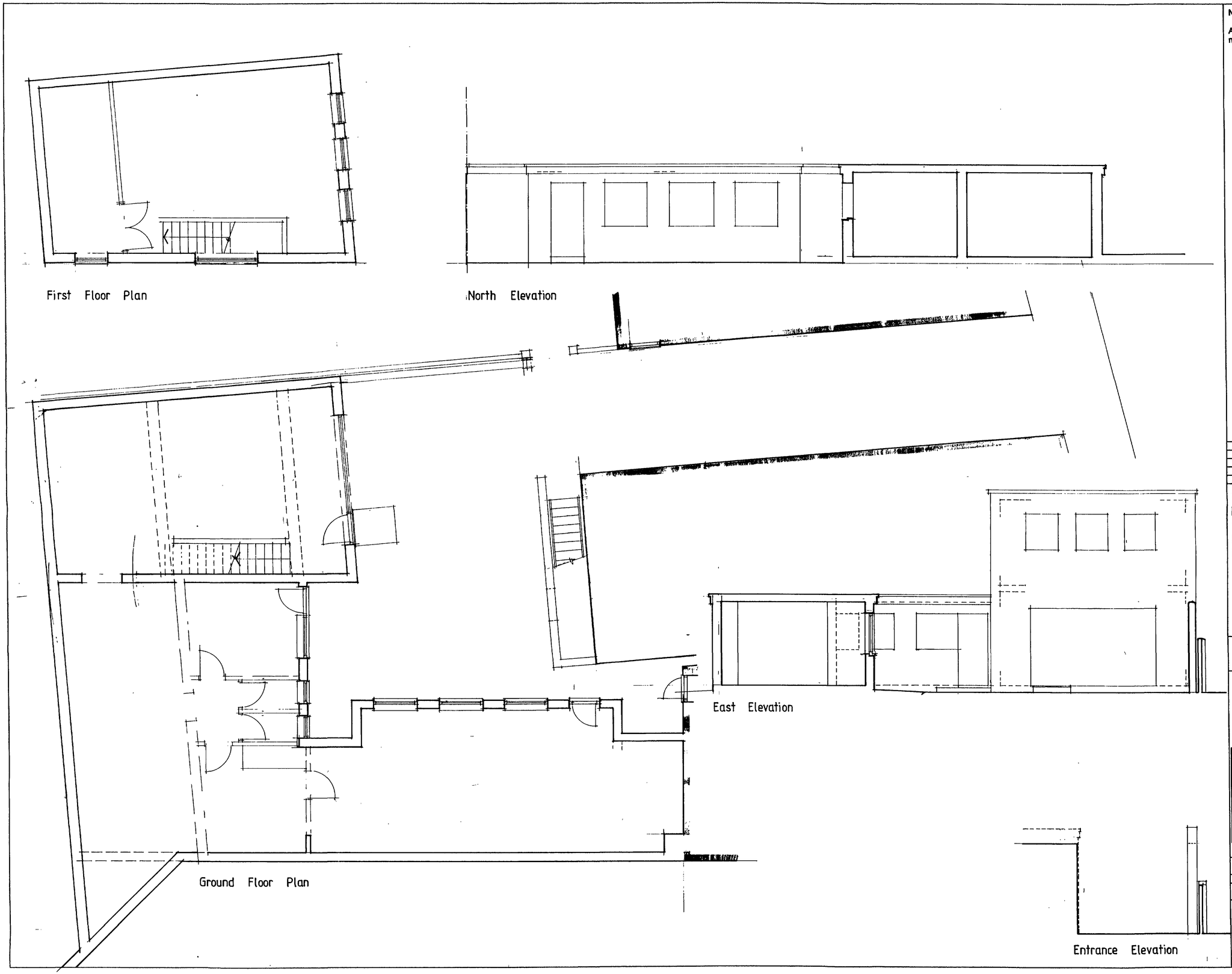
The Proposed External and internal cosmetic renovation of 5 / 6 Offices, 1 boardroom, 1 kitchenette and 1 toilet block development at rear of 3/4 North Road Lancing West Sussex.

The New Refreshed Image of the site to use locally used materials to reflect a comfortable old style flint stable block with a cobbled yard that you might naturally find behind Victorian shops and houses.

The site is presently empty but has been occupied for the last 40 years by printing companies, travel agent offices and associated trades in a mixture of office and light industrial usages up until 6 months ago.
The overall site is generally worn down, tired and in great need of repairs,its presently been hard to maintain and keep clean and has become a tipping area for everybodies waste/rubbish.
The yard has also been exposed to a high level of vandalism and petty theft recently. IE all the lead flashings have been stolen and it is important to control the Yard by means of a gate.

The project is to refresh the whole site.

1. *By introducing flint and brick facia work externally tied directly onto the existing brickwork,*
2. *Replacing all existing doors and windows and Creating an enclosed Mews environment with a brick and sandstone Arch and Gate Entrance.*
3. *Updating all internal and external lighting electrics/ data cabling through out.*
4. *Building a new Kitchenette area and toilet block.*
5. *Providing a modern central heating system through out.*
6. *Cobbling the immediate Yard area and tarmacing the drive to the main road.*
7. *Installing 5 light voids in the flat roof and warm air refelting areas to all offices.*
8. *Installing basic office equipment in all offices and boardroom i.e.; 1 Glass desk / Chair.*
9. *General plastering and decoration throughout.*



NOTES:

All dimensions must be checked on site and not scaled from this drawing

A	Date	Revisions

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Martin Szczerbicki Associates
128 Hollingbury Road
Brighton
BN1 7JD
Tel / Fax
01273 505626

Anc/02/06/7

Client 25 APR 2007

Job Title
Proposed Development
Monks Mews
North Road Lancing

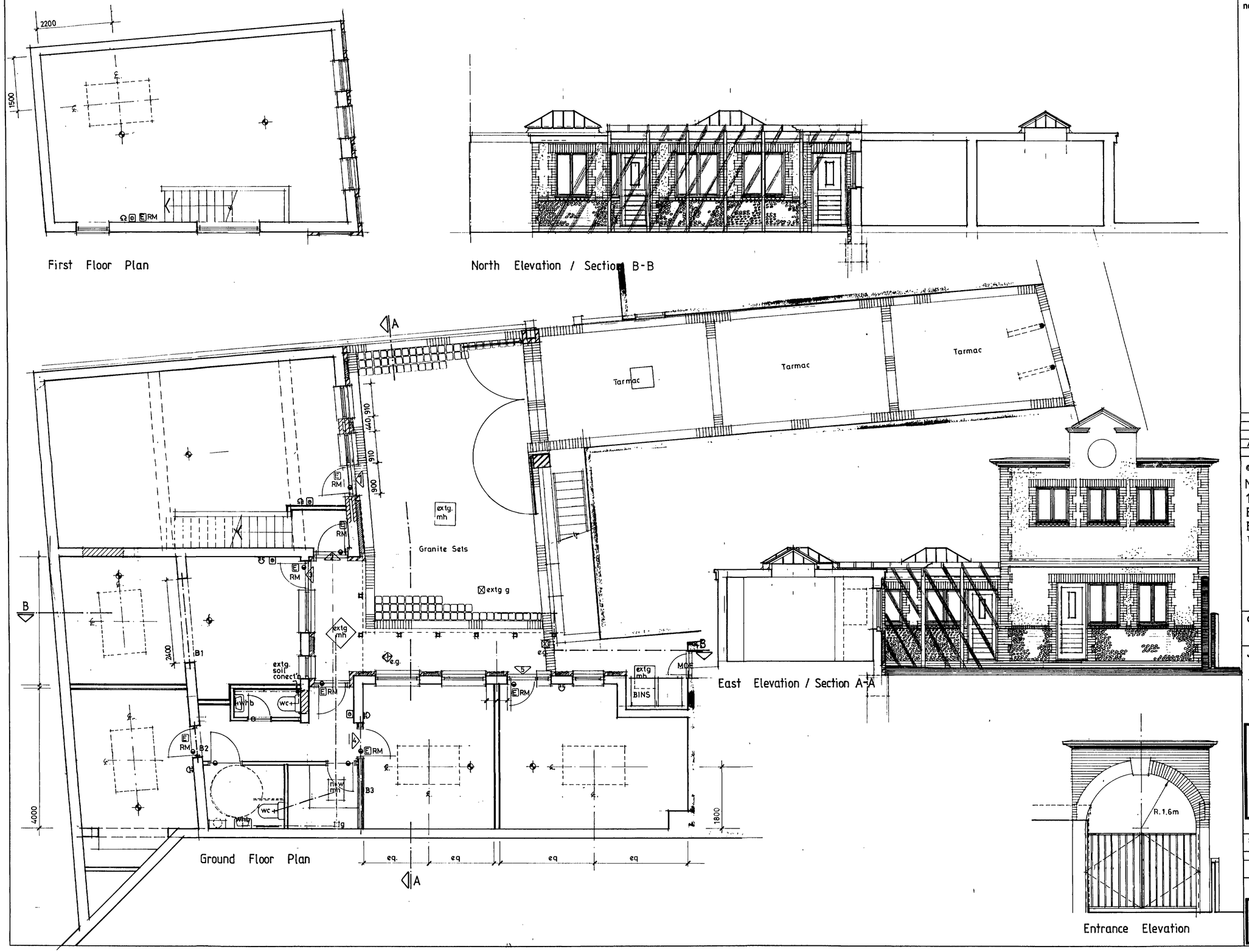
Drawing Title
Existing.
Plans Elevations
& Sections

Scale 1/50

Date Jan. 2007 **Drawn by** MS

Drg. No. 07.01.03 / 2 **Rev.**

594 x 841 mm. A1



First Floor Plan

Ground Floor Plan

East Elevation / Section A-A

Entrance Elevation

NOTES:

All dimensions must be checked on site and not scaled from this drawing

	Date	Revisions
A		

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Martin Szczerbicki Associates
128 Hollingbury Road
Brighton
BN1 7JD
Tel / Fax
01273 505626

Anclo21010t

Client 23 APR 2007

Job Title
Proposed Development
The Mews
North Road Lancing

Drawing Title
Proposed
Plans Elevations
& Sections

Scale 1/50

Date Jan. 2007 **Drawn by** MS

Drg. No. 07.01.01 / 3 **Rev.**

594 x 841 mm. A1