

Planning Services, Adur & Worthing Councils

Portland House,
44 Richmond Road,
Worthing,
West Sussex,
BN11 1HS

Tel : 01903 221065
websites : www.adur.gov.uk or www.worthing.gov.uk
e-mail : planning@adur-worthing.gov.uk



Application for Planning Permission

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number	
Suffix	
Property Name	1-3 Colonnade House, Shop 2
Address Line 1	High Street
Address Line 2	Worthing Central
Address Line 3	West Sussex
Town/city	Worthing
Postcode	BN11 1NZ

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
515095	102657

Description

Applicant Details

Name/Company

Title

Mr

First name

Tom

Surname

Gillham

Company Name

Adur & Worthing Trust Ltd

Address

Address line 1

Colonnade House,

Address line 2

47 Warwick St

Address line 3

Town/City

Worthing

County

West Sussex

Country

UK

Postcode

BN11 3DH

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Site Area

What is the measurement of the site area? (numeric characters only).

Unit

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

Please describe details of the proposed development or works including any change of use

This proposal follows positive advice (PREAPP/0174/25) seeking planning permission for the change of use of Shop 2, Colonnade House, from a vacant hot-food takeaway (Sui Generis) to a Community Workshop and Creative Meeting Space (F2(b)/E use class characteristics) to be operated by Adur & Worthing Trust (AWT) registered charity no.1156999. The new use will provide an inclusive, accessible and affordable facility for local creative groups, community organisations and residents, complementing the existing cultural offer within Colonnade House Gallery and Studios and supporting Worthing town centre regeneration.

The development consists of internal works only. The former tenant left a full commercial kitchen installation, including a gas oven, hob, extraction canopy and associated ducting. These redundant items will be securely boarded, or safely removed, to enable the space to be repurposed. Due to the size of the cooker unit, temporary removal and reinstatement of the shopfront glazing may be required to facilitate extraction; no permanent external alterations are proposed. Existing stainless-steel worktops and sink will be retained for workshop and cleaning use.

The proposal community cultural facility aligns with the planning policy: Town Centre Uses (DM13) by responding to demonstrated demand from AWT users, Colonnade House visitors, and local residents for accessible community workshop space. Supporting the vitality, diversity, and successful functioning of the town centre. Promoting the Visitor Economy (DM12) by increasing daytime footfall and contributing to economic regeneration, complementing cultural offer and enhancing the appearance of active frontage. Supporting Sustainable Communities (DM8) by delivering a multi-purpose community facility accessible to a wide range of users and enhancing local social, cultural, and educational provision.

Internal improvements will include installation of durable vinyl flooring, upgraded LED spotlighting, and additional electrical points to support flexible creative activity. The open-plan layout will be maintained to maximise accessibility and accommodate a range of community uses, including skills workshops, meetings, small group sessions and creative practice. No changes to the rear store although grab handles may be installed WC to aid customers. The unit sits within the Worthing Conservation Area and forms part of a building of local interest. All works have been designed to avoid harm to the heritage setting. Any future shopfront enhancements, including potential removal of the oversized fascia sign, will be subject to separate consent.

The proposal will bring a long-vacant unit back into active daytime use, increase footfall, support the vitality of the town centre and provide a valuable community facility aligned with local planning policy objectives. The use is low-impact, compatible with neighbouring premises and complements the existing galleries and studios within Colonnade House.

Has the work or change of use already started?

- ☐ Yes
☒ No

Existing Use

Please describe the current use of the site

Shop 2 is currently vacant and comprises a ground-floor commercial unit with an open-plan layout, a small rear store, and a WC. The unit historically operated by food takeaway businesses. The premises currently contain redundant commercial kitchen equipment left by the former tenant, including a gas oven, hob, and extraction canopy. The unit forms part of the secondary frontage of Worthing Town Centre and adjoins the existing Colonnade House creative hub, which includes ground-floor galleries and upper-floor studios managed by AWT.

Is the site currently vacant?

- ☒ Yes
☐ No

If Yes, please describe the last use of the site

WBC Property have details. Previous tenant "Cactus Kitchen Gals" vegan takeaway moved to alternative location around 5 years ago, around time a major regeneration planned. Shop 2 vacant and not maintained or improved for a period of several years pending major redevelopment of Colonnade House. When regeneration project did not progress due to viability, Shop 2 advertised in 2024 and lease signed with another food take-away business. Tenant fitted out as a vape shop but then lease ended and space offered as opportunity to AWT who previously bid for Neighbourhood CIL to convert into a Community Workshop space in 2021. Officially vacant again since 2025 but unit effectively empty and unused longer-term for around 5 years.

When did this use end (if known)?

dd/mm/yyyy

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

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

Materials

Does the proposed development require any materials to be used externally?

- ☐ Yes
☒ No

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular 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

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- ☐ Yes
☒ No

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

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- ☐ Yes
☒ No

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
☐ Existing water course
☐ Soakaway
☒ Main sewer
☐ Pond/lake

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?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

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

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the 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.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in [Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 \(as amended\)](#)) would apply?

- ☐ Yes
- ☒ No

Biodiversity net gain has been introduced as a general condition for planning permission. As set out in [The Environment Act 2021](#): "grants of planning permission in England [are] to be subject to a condition to secure that the biodiversity gain objective is met". Therefore, in England, all planning permissions are generally subject to biodiversity gain rules, unless they are specifically exempt or out of scope.

If you have stated that the biodiversity net gain requirement does not apply to your application you must provide the reason(s) why, and may also need to supply evidence (especially where you believe the application is eligible for the 'de minimis' exemption).

Please add all the reasons why biodiversity net gain does not apply and enter a justification for each one

Reason biodiversity net gain does not apply:

Development subject to the de minimis exemption (development below the threshold)

What best describes the size of your site?:

Over 25 square metres

Please justify the reason why biodiversity net gain does not apply:

Minor internal improvements to support a change of use.

Note: Please read the help text for further information why developments may be exempt or not in scope.

Foul Sewage

Please state how foul sewage is to be disposed of:

- ☒ Mains sewer
- ☐ Septic tank
- ☐ Package treatment plant
- ☐ Cess pit
- ☐ Other
- ☐ Unknown

Are you proposing to connect to the existing drainage system?

- ☒ Yes
☐ No
☐ Unknown

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

Current toilet and wash basin already connected and not to be changed at this time.

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- ☐ Yes
☒ No

Have arrangements been made for the separate storage and collection of recyclable waste?

- ☐ Yes
☒ No

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- ☐ Yes
☒ No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- ☐ Yes
☒ No

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

- ☐ Yes
☒ No

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

- ☐ Yes
☒ No

Hours of Opening

Are Hours of Opening relevant to this proposal?

- ☒ Yes
- ☐ No

Please add details of the of the Use Classes and hours of opening for each non-residential use proposed.

If you do not know the hours of opening, select the Use Class and tick 'Unknown'

Use Class: F2 - Local community Unknown: Yes

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

- ☐ Yes
- ☒ No

Is the proposal for a waste management development?

- ☐ Yes
- ☒ No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

- ☐ Yes
- ☒ No

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?

- ☐ The agent
- ☐ The applicant
- ☒ Other person

If Other has been selected, please provide contact details:

Title

***** REDACTED *****

First name

***** REDACTED *****

Surname

***** REDACTED *****

Phone Number

***** REDACTED *****

Email

***** REDACTED *****

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

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

PREAPP/0174/25

Date (must be pre-application submission)

21/11/2025

Details of the pre-application advice received

Pre-application advice was provided for the change of use of Shop 2 Colonnade House, 1 - 3 High Street, Worthing, to a Community Workshop Space. The property is in a Conservation Area and is a building of special interest, situated in the Town Centre's secondary frontage.

The proposed change of use could be supported, subject to meeting the criteria outlined in the Local Plan policies:

Policy DM13 (Town Centre): Proposals must support the centre's vitality, viability, and diversity. Key requirements include maintaining active frontages, being appropriate in scale and type, and ensuring no unacceptable impact on daytime footfall, neighbouring properties, or parking arrangements. The Council will control against an over-concentration of inactive street frontages.

Policy DM12 (Visitor Economy): Supports facilities that help to extend the tourist season, improve quality, and meet the needs of both visitors and the local community.

Policy DM8 (Community Facilities): Supports improvements to community facilities and encourages the provision of multi-purpose or shared-use facilities.

Application Requirements:

Details of Use: Any submission must include a detailed account of the community work space activities and demonstrate how it would support the policy objectives.

Works: Internal works (repairs and clearance of commercial cooker/fixtures) are assumed to not require permission. Any external works require planning permission and careful consideration due to the building's location and status. An improvement to the shop front and removal of the large fascia sign are noted as enhancements.

Drawings: The application must be accompanied by relevant layout drawings, and external works will require elevational drawings.

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
- ☒ No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- ☐ Yes
- ☒ No

Can you give appropriate notice to all the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

- ☒ Yes
- ☐ No

Certificate Of Ownership - Certificate B

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* and/or agricultural tenant** of any part of the land or building to which this application relates; or
- ☐ The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

**** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990**

Owner/Agricultural Tenant

Name of Owner/Agricultural Tenant: ***** REDACTED ***** House name: Worthing Town Hall Number: Suffix: Address line 1: Chapel Road Address Line 2: Town/City: Worthing Postcode: BN11 9SA Date notice served (DD/MM/YYYY): 21/11/2025 Person Family Name:

Person Role

- ☒ The Applicant
- ☐ The Agent

Title

Mr

First Name

Tom

Surname

Gillham

Declaration Date

26/01/2026

- ☒ Declaration made

Declaration

I/We hereby apply for Full planning permission as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.
I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.
I/We also accept that, in accordance with the Planning Portal's terms and conditions:
- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Tom Gillham

Date

26/01/2026