ADUR DISTRICT COUNCIL

TOWN AND COUNTRY PLANNING ACT, 1990

APPLICATION FOR PLANNING PERMISSION

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 AXC023607
Date Received 18 APR 2007
Fee 270
Rem. List

IT IS IMPORTANT THAT YOU READ THE GUIDANCE NOTES AS INCORRECT COMPLETION INVOLVES DELAY

1. Applicant (In BLOCK CAPITALS)	Agent (if any) to whom correspondence should be sent (In BLOCK CAPITALS)
Name ADUR DISTRICT COUNCIL	Name
Address CIVIC CENTRE, HAM ROAD, SHOREHAM-BY-SEA	Address
Tel. No. Ref: S. JACQUES [redacted]	Tel. No.

2. Type of Application (see Note 2)

		State Yes or No
(a)	Full planning permission (including changes of use)	YES
(b)	Outline planning permission	No →
(c)	Renewal of a temporary permission	NO
(d)	Permission for retention of building or continuance of use without complying with a condition imposed on a planning permission	NO
(e)	Permission to develop land without complying with a condition imposed on a planning permission.	NO

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

(i)	Siting	☐
(ii)	Design	☐
(iii)	External appearance	☐
(iv)	The means of access	☐
(v)	Landscaping of the site	☐

If yes, state the date and number of the permission and outline the particular condition

Date

Application No.

Condition No.

3. (a) Full **address or location** of the land to which this application relates

POND ROAD PUBLIC CAR PARK
SHOREHAM-BY-SEA

(b) State whether applicant owns or controls any adjoining land — State Yes or No: YES — If yes, this land must be edged blue on the location plan

(c) Area of site 1255 ~~hectares~~/sq. metres

Dimensions of the application site and distances from the new buildings to boundaries must be clearly indicated on plans

(d) Description of proposed development (If residential development, state no. of units proposed and type if known e.g. houses, bungalows, flats)	EXTENSION TO EXISTING CAR PARK BY THE PROVISION OF 31 ADDITIONAL SPACES INCLUDING 2 NEW LIGHTING COLUMNS

(e) State whether the proposal involves:-

		State Yes or No
(i)	New building(s) or structure(s)	NO
(ii)	Alteration or extension of building(s)	NO
(iii)	Construction of a new) vehicular access to a highway) pedestrian	NO / NO
(iv)	Alteration of an existing) vehicular access to a highway) pedestrian	NO / NO
(v)	Closure of existing access	NO
(vi)	Change of use only	NO

4. Particulars of Use of Buildings or Land: state (a) Present use LANDSCAPING AND ONE 'PORTAKABIN' OFFICE BUILDIN
(b) If vacant, the last use

5. **Additional Information**

		State Yes or No		State Yes or No
(a)	Is the application for industrial, office warehousing, storage, shopping, commercial purposes or places of public assembly? *(See note 5)*	NO	If yes, complete part 2 of form C.P. 1	
(b)	Is the application for the winning or working of minerals?	NO	If yes, complete part 4 of form C.P. 1	
(c)	*Is the application for an agricultural* dwelling or building?	NO	If yes, complete part 6 of form C.P. 1	
(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?	YES	If yes, indicate their position on plans	
(f)	Does the proposed development involve any *public right of way within the site?*	YES	If yes, indicate the position on plan PUBLIC CAR PARK	
(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? (i) To existing S.W. system
(ii) How will foul sewage be disposed of? (e.g. mains, cesspit, etc.) (ii) N/A

6. Plans (See Note 6). 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) 4299B/01B 1:200 Location plan 1:1250
/02B 1:100
/03B 1:100

7. Fees (See Note 7)
If a fee is submitted please give the amount £ 270.—

8. I/WE APPLY FOR PLANNING PERMISSION AS DETAILED ABOVE.
DATE 17. April. 2007. SIGNED [redacted] (Major Projects Officer)
on behalf of ADUR DISTRICT COUNCIL
(insert applicant's name if signed by an agent)

9. 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 (See Note 9).
If the applicant is the sole owner (a) the following certificate should be completed and signed.

CERTIFICATE A

1. **Certificate A(a)**
I certify that

(a) Owner means a person having a freehold interest or tenancy the unexpired term of which was not less than 7 years

on the day 21 days before the date of the accompanying application nobody, except the applicant, was the owner (a) of any part of the land to which the application relates.

~~*2. None of the land to which the application relates is or is part of an agricultural holding.~~

OR

*3. *I have / The applicant has ——— given requisite notice to every person other than *myself / himself/herself ——— 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

*Delete where inappropriate

Signed [redacted]
On behalf of Adur District Council
Date 17. April. 2007.

WEST SUSSEX

ADUR DISTRICT COUNCIL

Application No.

(For official use only)

PLANNING APPLICATION FORM PART 2

Additional information required in respect of Applications for Industrial, Office, Warehousing, Storage, Shopping, Rest and Nursing Homes, Commercial Purposes or Places of Public Assembly.
4 copies of this form should be submitted
N.B. Please use GROSS figures only (external measurement). All measurements are to be given in metric (89/617 EEC Directive)

1.	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 question 5 below.	—
2.	Name and address of proposed occupier and type of business	PUBLIC CAR PARK
3.	Is the proposal related to an existing use on or near the site? If so, please explain the relationship.	State Yes or No: YES — EXTENSION TO EXISTING PUBLIC CAR PARK
4.	Is this a proposal to replace existing premises in this area or elsewhere which have become obsolete, inadequate or otherwise unsatisfactory? If so, please give details including gross floor area of such premises and state your intentions in respect of those premises.	State Yes or No: YES — 1 'PORTAKABIN' BUILDING IN SOME DISREPAIR ADJ EXISTING CAR PARK TO BE REPLACED BY PARKING SPACES. BUILDING AREA 286 m²

5. *Details of floor areas and uses*

		Existing Floor Space or use (if any)	Proposed New Floor Space or use	Total Floor Space (allow for any space lost)
(a)	What is the amount of industrial floor space?	(a) — m²	— m²	— m²
(b)	What is the amount of office floor space?	(b) 286 m²	— m²	— m²
(c)	What is the amount of retail floor space?	(c) — m²	— m²	— m²
(d)	What is the amount of storage or warehousing floor space?	(d) — m²	— m²	— m²
(e)	Other uses (please specify) Landscaping / pathways Car parking, landscaping / pathways	(e) 969 m²	m²	m²
	TOTALS	m²	1255 m²	1255 m²

6. Staff

		Office (Male / Female)	Industrial Male	Industrial Female	Other Staff Male	Other Staff Female
(a)	Number of staff in existing premises on the site	(a) 12 staff + about 40 volunteers	—		—	
(b)	How many new staff will be employed on the site as a result of the development?	(b) NONE	—		—	
(c)	If you propose to transfer staff from other premises, please give details of the numbers involved and of the premises affected.	(c) —	—		—	

P.T.O.

C.P.1(Pt.2)

7.	In the case of restaurants, hotels, public houses, theatres, *cinemas, meeting halls, Rest and Nursing Homes, etc.* please specify (a) public floor space (Total) (b) seating capacity (c) bar floor area (d) bedrooms *as appropriate*	(a)..... sq.m. (b)..... (c)..... sq.m. (d)..... single *double*
8.	What provisions have been made for parking, loading and unloading of vehicles within the curtilage on the site? (Please show location of such provision on the plans and distinguish between parking for operational needs and other purposes) State number of spaces	Phase 1 19 (+ 4 temporary spaces) Phase 2 12 Total 31 car spaces car..... ~~lorry~~.....
9.	What is the estimated vehicular traffic flow to the site during a normal working day? (Please include all vehicles but separately specify those used by employees driving to work)	See Design and Access Statement
10.	What is the nature, volume and proposed means of disposal of any trade effluents or trade refuse?	N/A
	HAZARDOUS MATERIALS	State Yes or No
11.	Will the proposed use involve the use or storage of any hazardous substances?	No — If 'YES' please indicate

DESIGN AND ACCESS STATEMENT
TO ACCOMPANY PLANNING APPLICATION IN RESPECT OF EXTENSION TO EXISTING CAR PARK AT POND ROAD, SHOREHAM

ARUN DISTRICT COUNCIL
PLANNING DIVISION
PLAN No A/0/0236/07
DATE RECEIVED 18 APR 2007

1 Introduction

The site adjoins the existing public car park bounded by Western Road to the north and west, North Street to the south and Pond Road (and the Shoreham Community Centre) to the east. It is the intention to extend the existing car parking facilities (63 spaces) by a net addition of 31 spaces in marked bays, which will be developed in two phases as shown on the accompanying drawings.

2 Use

The subject site is currently occupied by an area of rough gravelled ground (upon which previously stood a building known as the Carers Centre), a 'portakabin'-type building used for offices by the Citizens Advice Bureau and a landscaped area including trees and shrubs within a boundary walled surround to the west and north sides.

3 Amount

23 parking spaces will be provided in phase 1 and will include 4 temporary spaces that will be removed on commencement of phase 2. 12 further spaces will be added in phase 2 which will not be implemented until the Citizens Advice Bureau building is demolished and the occupier relocated to alternative accommodation.

4 Layout

The layout of the spaces in phase 1 as indicated on plan links symmetrically with the existing parking layout with the exception of 4 spaces which follow the perimeter boundary. Phase 2 shows a continuous run of 12 bays.

5 Scale

The scale of the development represents a natural extension of existing facilities following the demolition of the 'portakabin' structures

6 Landscaping

Existing trees along the perimeter boundary have been retained and it is proposed to retain the existing landscaped area adjoining phase 2 to the north and north east of the site. The proposal

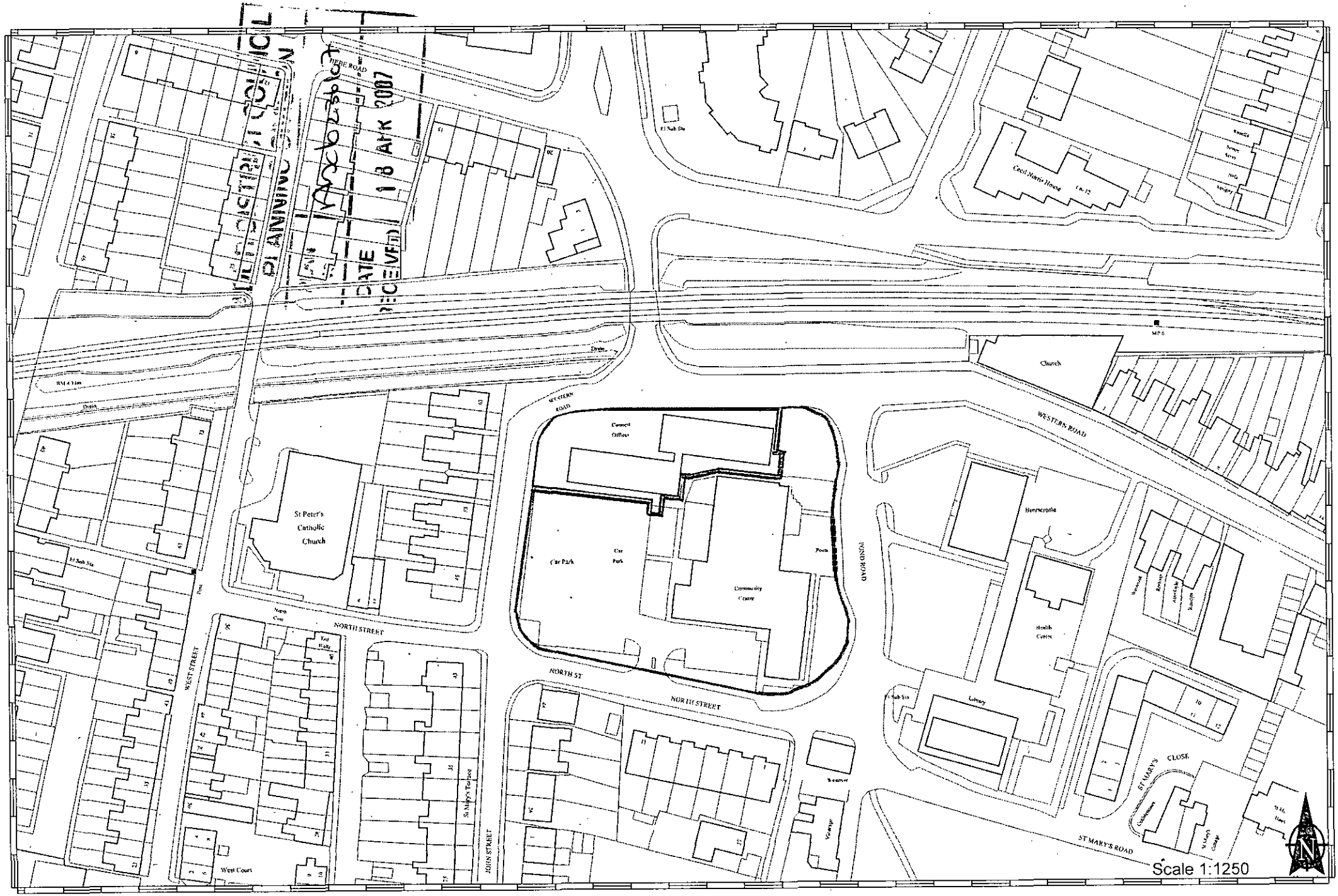
involves the removal of 2 small trees (reported to be of little merit) and some existing shrubs in the phase 1 scheme

7 Appearance

The car park extension will be constructed to recommended industry specifications and surface finished in bitumen to match that on the existing car park. Parking bays will be marked out by white lining. Where spaces meet landscaped areas there will be a kerbed edge. The CAB building will be protected on its western flank with temporary bollards during phase 1. An additional parking pay point (solar powered ticket machine) will be mounted on a raised concrete plinth for easy access and the immediate surround tarmacadam finished. New footway areas will be provided as shown where disturbed during demolition work. 2 new lighting columns will be erected and will be designed to match as closely as possible the existing one. The damaged chain link fence to the north western boundary will be replaced with a new close boarded fence.

8 Access

Access to the site will continue to be from the segregated entrance/exit to North Street. To ease circulation and manoeuvring, it is proposed to introduce a one-way vehicular flow to the existing car park and the phase 1 extension, as indicated by the arrowed routing on plan. The existing 63 space (including 6 for the disabled) public car park is currently designated for short term stay only (maximum 4 hours) from 0900-1700 Monday to Saturday. Being centrally located in the town, it is well served for use by shoppers and by visitors to the Community Centre, CAB, Health Centre, Library and Church. Visits tend to be predominately for stays of about 2 hours though the usage and duration increases on market days (Wednesdays and Saturdays). Our Parking Services Manager estimates it operates at 90% capacity such that an increase in its space numbers will be welcomed. Staff employed at the Community Centre have a private parking area reserved to the east of the main entrance. Staff using the CAB have 5 reserved spaces within the main car park included within their lease demise. The Health Centre (PCT) has its own staff car park under the building.



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