



Arun District Council  
 Maltravers Road  
 Littlehampton  
 West Sussex BN17 5LF  
 Tel: 01903 737756  
[www.arun.gov.uk](http://www.arun.gov.uk)

## Application for Planning Permission; Listed Building Consent for alterations, extension or demolition of a listed building

Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation Areas 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         | <input type="text" value="22"/>                 |
| Suffix         | <input type="text"/>                            |
| Property Name  | <input type="text" value="Norfolk Arms Hotel"/> |
| Address Line 1 | <input type="text" value="High Street"/>        |
| Address Line 2 | <input type="text"/>                            |
| Address Line 3 | <input type="text" value="West Sussex"/>        |
| Town/city      | <input type="text" value="Arundel"/>            |
| Postcode       | <input type="text" value="BN18 9AB"/>           |

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

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| Easting (x)                         | Northing (y)                        |
| <input type="text" value="501884"/> | <input type="text" value="107122"/> |

Description

Applicant Details

Name/Company

Title

Mr.

First name

Nicholas

Surname

Crawley

Company Name

Imolott Ltd.

Address

Address line 1

Norfolk Arms Hotel

Address line 2

22 High Sreet

Address line 3

West Sussex

Town/City

Arundel

Country

Postcode

BN18 9AB

Are you an agent acting on behalf of the applicant?

- ☒ Yes
- ☐ No

Contact Details

Primary number

Secondary number

Fax number

Email address

## Agent Details

Name/Company

Title

First name

Surname

Company Name

## Address

Address line 1

Address line 2

Address line 3

Town/City

Country

Postcode

## Contact Details

Primary number

Secondary number

Fax number

Email address

## 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 details of proposals to alter, extend or demolish the listed building(s)

Renewal of Planning Approval ref: AB/77/18/PL dated 24th October 2018 and Listed Buildings Approval ref: AB/78/18/L dated 30th October 2018, including Release of AB/78/18/L Condition 3 ref: AB/11/20/DOC dated 23rd April 2020, for works described on Approval ref: AB/78/18/L as follows:-

EXTERNAL MINOR ALTERATIONS comprising:-

Ground Floor:-

- minor change to proposed Entrance Lobby elevations from single doors to double doors ( further to previous approved AB/23/16/L ),
- side elevation to rear Courtyard - removal of 1no. door & frame to existing Female Toilets & infill opening with white-painted masonry to match existing, to form 1 no. 'fake' window opening,

First Floor:-

- side elevation ( facing 20 High Street ) - replacement of 1no. existing door height window assembly ( to proposed Bedroom 3 ), with new timber-framed window assembly, within existing opening.

INTERNAL ALTERATIONS & CONVERSIONS comprising of:-

Ground Floor:-

- re-positioning Reception closer to existing Hotel entrance, to replace existing 'Norfolk Bar',
- to form Dispense Bar & associated Store to replace existing Reception & Back-Office,
- conversion of 'Suffolk Room' ( meeting room ) & adjacent Female Toilets to form 1 No. Guest En-Suite Bedroom,
- conversion of existing Male Toilets & rear store to form Unisex Toilets facility,
- minor alterations within existing 'Old Kitchen' Dining Room to improve circulation for guests & staff,
- minor alterations to existing Store under existing Georgian staircase to improve stairwell / hallway,
- addition of plasterboard suspended ceiling within proposed Accessible Guest Bedroom ( further to previous Approvals AB/23/16/L ).

First Floor:-

- conversion of existing Kitchen, Servery & Store Room to form 2 No. Guest En-Suite Bedrooms, including associated works to install foul drainage, remove existing 'dumb waiter' hoist & to replace 1 No. existing window assembly.

Third Floor:-

- conversion of existing Staff Bedroom to form 1 No. Guest En-Suite Bedroom, including associated works to install foul drainage.

Has the development or work already been started without consent?

- ☐ Yes  
☒ No

## Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

- ☐ Don't know
- ☐ Grade I
- ☒ Grade II\*
- ☐ Grade II

Is it an ecclesiastical building?

- ☐ Don't know
- ☐ Yes
- ☒ No

## Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

- ☒ Yes
- ☐ No

If Yes, which of the following does the proposal involve?

a) Total demolition of the listed building

- ☐ Yes
- ☒ No

b) Demolition of a building within the curtilage of the listed building

- ☐ Yes
- ☒ No

c) Demolition of a part of the listed building

- ☐ Yes
- ☒ No

Please provide a brief description of the building or part of the building you are proposing to demolish

- removal of 'Norfolk Bar' 1970's era bar counter, back-bar counter & shelving & all, associated fixtures & fittings.
- 1970's era lightweight partition, door & frame between existing Reception counter & back office.
- 1970's era lightweight partitioning, doors, frames, ceilings & sanitary ware forming existing Male Toilets, Female Toilets & rear Store ( accessed from rear Courtyard ).
- existing 1no. external semi-glazed timber door & frame to existing Female Toilets (accessed from rear Courtyard).
- 1970's era lightweight partitioning door & frame forming Ground Floor Store under existing georgian staircase.
- 1970's era lightweight partitioning & archway infill within 'Old Kitchen' Dining Room.
- disused 'dumb-waiter' service hoist & associated enclosure, rising between 'Old Kitchen' Dining Room and First floor Servery.
- removal of First Floor Kitchen & Servery equipment, fixtures & fittings.
- 1no. first floor window assembly to existing Store Room (proposed Guest Bedroom 3).
- localised removal of small areas of existing internal masonry walls to form new doors openings.

Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

- all proposed demolitions are internal minor works, with minimal intended effect on the historic fabric of the building.
- removing the 'Norfolk Bar' bar counter etc., will allow the Reception to be moved closer to the Hotel entrance, which will improve access generally & eliminate the need for guests & the public to negotiate steps in order to access Reception.
- all other demolitions described will allow improvements & refurbishments to tired, cramped or under-used areas, to provide a better environment.

## Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

- ☐ Yes  
☒ No

## Listed Building Alterations

Do the proposed works include alterations to a listed building?

- ☒ Yes  
☐ No

If Yes, do the proposed works include

a) works to the interior of the building?

- ☒ Yes  
☐ No

b) works to the exterior of the building?

- ☒ Yes  
☐ No

c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?

- ☒ Yes  
☐ No

d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?

- ☐ Yes  
☒ No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed. Also include the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

397-01 revA Existing GA Basement Plan  
397-02 revA Existing GA Ground Floor Plan  
397-03 Existing GA First Floor Plan  
397-04 Existing GA Second Floor Plan  
397-05 Existing GA Third Floor Plan  
397-06 Existing GA Front Elevation  
397-07 Existing GA Side Elevation to Courtyard  
397-08 Existing GA Side Elevation Facing 20 High Street 397-09 revA Existing Internal Elevations & Detail  
397-10 Proposed GA Basement Plan  
397-11 revB Proposed GA Part Ground Floor Plan  
397-12 Proposed GA Part First Floor Plan  
397-13 revA Proposed GA Third Floor Plan  
397-14 revA Proposed GA Front Elevation  
397-15 Proposed GA Side Elevation to Courtyard  
397-16 Proposed GA Side Elevation Facing 20 High Street 397-18 Proposed Bedroom 3 Replacement Window Details  
397-19 Proposed Internal Elevation to Dispense Bar  
397-20 Proposed Ground Floor Internal Doors Elevations  
397-21 Proposed First & Third Floors Internal Doors Elevations  
397 Location Plan 1-1250  
397 Block Plan 1-500  
397 Design Access and Heritage Statement revA

## Materials

Does the proposed development require any materials to be used?

☒ Yes

☐ No

Please provide a description of existing and proposed materials and finishes to be used (including type, colour and name for each material) demolition excluded

**Type:**  
Rainwater goods

**Existing materials and finishes:**  
Not Applicable.

**Proposed materials and finishes:**  
Not Applicable.

**Type:**  
External walls

**Existing materials and finishes:**  
Side elevation to rear Courtyard - facing brickwork generally, with white-painted finish to ground floor walls around rear courtyard. Georgian & Victorian era walls are solid masonry construction. 20th century walls are cavity construction.

**Proposed materials and finishes:**  
Side elevation to rear Courtyard - no new external walling, except for infilling existing Female Toilets door opening, to form new 'fake' window opening ( similar to existing 'fake' opening above on second floor ) - new brickwork, properly brick-bonded & coursed in with existing, with pre-cast concrete sub-cill, all with exterior quality, white painted finish to match surrounding areas.

**Type:**  
Windows

**Existing materials and finishes:**  
Windows generally - white-painted, timber-framed, single-glazed, EITHER vertical sliding sashes OR side-hung opening casements. Window to First Floor Proposed Bedroom 3 - fixed lights with 1no. top-hung opening light, all in door-height opening ( historically the opening contained 'french' doors ) - all in very poor condition.

**Proposed materials and finishes:**  
Replacement window assembly only to First Floor Proposed Bedroom 3 - white painted, timber-framed assembly to mimic pair of doors, but with top 2no. panes as top-hung opening lights. All existing windows to new Guest Bedrooms & new Unisex Toilets to remain, but to be overhauled, repaired as necessary & re-decorated to match existing.

**Type:**  
Roof covering

**Existing materials and finishes:**  
Not Applicable.

**Proposed materials and finishes:**  
Not Applicable.

**Type:**  
Boundary treatments (e.g. fences, walls)

**Existing materials and finishes:**  
Not Applicable.

**Proposed materials and finishes:**  
Not Applicable.

**Type:**  
Vehicle access and hard standing

**Existing materials and finishes:**  
Not Applicable.

**Proposed materials and finishes:**  
Not Applicable.

**Type:**

Lighting

**Existing materials and finishes:**

Not Applicable.

**Proposed materials and finishes:**

Not Applicable.

**Type:**

Internal walls

**Existing materials and finishes:**

Plastered masonry load-bearing walls generally. Some timber-framed partitions with lath & plaster finishes ( not affected by proposals ). Some 1970's era, plasterboard faced timber studwork partitions.

**Proposed materials and finishes:**

GROUND FLOOR:- - Dispense Bar & Store and Bedroom 115 En-Suite - lightweight, non load-bearing, acoustic partitions - 60mm 'British Gypsum ref: I-Studs' framing, faced both sides with 2no. layers plasterboard. - Unisex Toilets - lightweight, non load-bearing, acoustic partitions - 60mm 'British Gypsum ref: I-Studs' framing, faced both sides with 1no. layer 12mm ply & 1no. layer plasterboard. - Under-stairs Store - lightweight, non load-bearing, acoustic partitions - 50mm 'British Gypsum ref: C-Studs' framing, faced both sides with 2no. layers plasterboard. - no new masonry walls, but internal door opening to new Bedroom 115 formed through existing wall alongside chimney breast to form access to new En-Suite, including pre-cast concrete lintels to Structural Engineer's design. FIRST FLOOR & THIRD FLOOR:- - Bedrooms En-Suites - lightweight, non load-bearing, acoustic partitions - 50mm 'British Gypsum ref: C-Studs' framing, faced both sides with 2no. layers plasterboard. - no new masonry walls, but internal door openings formed through existing internal walls between new Bedroom 3 & En-Suite and between new Bedroom 3 & existing Bedroom 4, including pre-cast concrete lintels to Structural Engineer's design.

**Type:**

Internal doors

**Existing materials and finishes:**

Timber doors & frames to rooms affected by proposals, with a mixture of styles, patterns and ages, mostly white painted. Doors to be removed or replaced:- - Reception - 1970's era, stained flush-faced, ply-faced door with georgian-wired vision panel, within painted timber frame. - Reception Office - painted modern lightweight flush-faced timber door. - 'Norfolk Bar' - modern painted, fire-rated 4-panel timber door between bar counter & rear corridor. - Ground Floor Under-stairs Store - timber door (pattern not known), over-boarded previously to provide fire-resistance, but unlikely to meet current standards. - Ground Floor 'Suffolk Room' - timber door ( pattern not known ) with georgian-wired vision panel - door over-boarded previously to provide fire-resistance, but unlikely to meet current standards. - Ground Floor Male & Female Toilets & Rear Store - painted modern lightweight flush-faced timber doors. - 'Old Kitchen' Dining Room - stained modern 3-panel timber door, with Georgian-wired vision panel as full-height central panel. - First Floor Kitchen & Servedy - 2no. painted modern semi-glazed timber doors, with georgian-wired glazing.

**Proposed materials and finishes:**

Existing doors & frames to remain generally ( apart from those listed in 'Existing' section for removal ) and to be re-decorated. - Dispense Bar - original moulded timber surround to be made good / re-instated to match existing moulded surround to adjacent room door, with new 60-mins FR rated, 6-panel painted timber door, with similar appearance to existing door to proposed 'Private Dining Room'. - Dispense Bar Store - new painted timber 6-panel door, with similar appearance to new Dispense Bar door, within new painted timber frame. - Private Dining Room - existing 6-panel timber door & moulded timber surround to remain, with door upgraded & re-decorated & to provide fire-resistance with application of 'Sealmaster Fireface' intumescent material to the room face of the door's panels. - Reception door into rear corridor - new 30-mins FR rated, 6-panel painted timber door, with similar appearance to existing door to proposed 'Private Dining Room', within existing painted moulded timber surround. - Ground Floor Guest Bedroom 115 - new 60-mins FR rated, 6-panel painted timber door, with similar appearance to existing door to proposed 'Private Dining Room', within existing painted timber frame. - En-Suite to Bedroom 115 - painted timber 6-panel door, with similar appearance to main room door, within new painted timber frame. - Ground Floor Under-Stairs Store - new 60-mins FR rated, 6-panel painted timber door, with similar appearance to existing door to proposed 'Private Dining Room', within new painted timber frame. - Unisex Toilets - new painted timber 4-panel doors, within new painted timber frames. - First Floor Bedroom 3 - existing 6-panel timber door & timber frame to remain, with door upgraded & re-decorated & to provide fire-resistance with application of 'Sealmaster Fireface' intumescent material to the room face of the door's panels. - Connecting doors between First floor Bedroom 3 & Bedroom 4 - 2no. new painted timber 6-panel doors, within new painted timber frames, to match existing room door to Bedroom 3. - First Floor Guest Bedroom 3a - new 30-mins FR rated, 6-panel painted timber door within existing painted timber frame, to match existing room door to Bedroom 3. - En-Suites to Bedrooms 3 and 3a - 2no. painted timber 6-panel doors within new painted timber frames to match existing room door to Bedroom 3. - Third Floor En-Suite to Bedroom 17 - painted timber panelled door within new painted timber frame to match existing room door to Bedroom 17. - Third Floor Lobby door to Bedrooms 17 and 18 - new 30-mins FR rated, panelled painted timber door within existing painted timber frame, to match existing room door to Bedroom 17.

**Type:**

External doors

**Existing materials and finishes:**

Not Applicable.

**Proposed materials and finishes:**

Not Applicable.

**Type:**

Ceilings

**Existing materials and finishes:**

Lath & plaster generally, with principle Ground Floor rooms having intricate moulded plaster cornices.

**Proposed materials and finishes:**

All existing ceilings & moulded plaster cornices to remain ( where present ). - 'Old Kitchen' Dining Room - existing ceiling to remain, plaster panels between exposed painted timber joists ( assumed as decorative joists only ), with new ceiling 'infill' to match existing ( where existing 'dumb waiter' service hoist & enclosure removed ). - First Floor En-Suite to Bedroom 3a - existing ceiling to remain, with patch repairs / making good as necessary where existing 'dumb waiter' service hoist & enclosure removed. - Ground Floor Accessible Bedroom 114 ( approved previously as part of April 2016 conversion works ) - addition of plasterboard & 'British Gypsum ref: MF System' suspended ceiling, with hangers fixed through existing ceiling into existing timber floor joists ( to hide existing high-level large diameter steel heating pipes & to protect existing poor condition lath & plaster ceiling ).

**Type:**

Floors

**Existing materials and finishes:**

Timber floorboards on timber joists generally, with joists spanning between larger timber beams, with beams bearing on to masonry external walls.

**Proposed materials and finishes:**

- All existing floors to remain. - No new floors construction, except new First Floor 'infill' within proposed En-Suite to Bedroom 3a, where existing 'dumb-waiter' service hoist removed & first floor infilled with new floor boards, timber joists and ground floor ceiling all to match existing surrounding areas & with timber connections / bearings to Structural Engineer's details. - Third Floor Corridor floor joists alterations / trimming to Structural Engineer's details, to enable new foul drainage pipework installation, including all existing floorboards carefully taken up & re-laid.

**Type:**

Other

**Other (please specify):**

Above Ground Foul Drainage Pipework

**Existing materials and finishes:**

Black-painted soil & vent and wastes pipework, bracketed to faces of external walls - mostly cast-iron pipework, but some lead pipework & some some modern plastics pipework.

**Proposed materials and finishes:**

Black-painted, cast-iron pipework & fittings, bracketed to faces of existing external walls.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

☒ Yes

☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

397-10 Proposed GA Basement Plan  
397-11 revB Proposed GA Part Ground Floor Plan  
397-12 Proposed GA Part First Floor Plan  
397-13 revA Proposed GA Third Floor Plan  
397-14 revA Proposed GA Front Elevation  
397-15 Proposed GA Side Elevation to Courtyard  
397-16 Proposed GA Side Elevation Facing 20 High Street 397-18 Proposed Bedroom 3 Replacement Window Details  
397-19 Proposed Internal Elevation to Dispense Bar  
397-20 Proposed Ground Floor Internal Doors Elevations  
397-21 Proposed First & Third Floors Internal Doors Elevations  
397 Design Access and Heritage Statement revA

## Site Area

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

2470.00

Unit

Sq. metres

## Existing Use

Please describe the current use of the site

Norfolk Arms Hotel.

Is the site currently vacant?

- ☐ Yes  
☒ No

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

## 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

## 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

New foul wastes connections, all above ground into existing soil & vent pipes.

No new underground works or connections into existing underground pipes.

- see Existing Ground, First & Third Floor Plans, drawings 397/02 revA, 397/03 and 397/ 05.

- see Proposed Ground, First & Third Floor Plans, drawings 397/11 revB, 397/12 and 397/ 13 revA

## 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

## 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

If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

## 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.

### 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

### 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

### 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

## Trade Effluent

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

- ☐ 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

Ms.

First name

Kate

Surname

Marshall ( Hotel Manager )

Phone Number

01903882101

Email

operations.norfolk@sjhotels.co.uk

## 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

Ms

First Name

Clare

Surname

Dales

Reference

Site visit and 'in principle' discussions

Date (must be pre-application submission)

21/11/2017

Details of the pre-application advice received

- for all proposals ( except item below ), the following comments were received by e-mail from Clare Dales:- '.... the works seem to be entirely in keeping with the hotels status as a Grade II\*. The proposed alterations would in many cases enhance the appreciation of the public spaces, and division of other spaces to create bedrooms / suites could be achieved with relative ease and minimum intrusion to the historic fabric ....'

- for addition of suspended ceiling within previously approved Accessible guest Bedroom 114, the following comment was received by e-mail from Martyn White:- '.... installing a second ceiling would be acceptable in this instance. The existing ceiling should remain in- situ and the new one be installed so that as much of the floor to ceiling height can be maintained ....'

## 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 & Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

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

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ Yes  
☒ No

## Certificate Of Ownership - Certificate A

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\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\*

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

\*\* 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- ☐ The Applicant  
☒ The Agent

Title

Mr

First Name

Anthony

Surname

Chubb

Declaration Date

16/03/2022

☒ Declaration made

## Declaration

I / We hereby apply for Full planning & listed building consent as described in this form and 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 options of the persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available 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

Anthony Chubb

Date

16/03/2022