



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

18

Suffix

Property Name

Sparks Yard

Address Line 1

Tarrant Street

Address Line 2

Address Line 3

West Sussex

Town/city

Arundel

Postcode

BN18 9DJ

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

Easting (x)

501675

Northing (y)

107024

## Applicant Details

### Name/Company

Title

 Mr

First name

 Geoffrey

Surname

 Thorpe

Company Name

 Terrier Firma Ltd

### Address

Address line 1

 18 Tarrant Street

Address line 2

Address line 3

Town/City

 Arundel

County

 West Sussex

Country

 UK

Postcode

 BN18 9DJ

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

mr

First name

Geoffrey

Surname

Thorpe

Company Name

Thorpe Architecture

## Address

Address line 1

Newland House

Address line 2

Withypool

Address line 3

Town/City

Minehead

County

Somerset

Country

UK

Postcode

TA24 7QX

## Contact Details

Primary number

[REDACTED]

Secondary number

[REDACTED]

Fax number

[REDACTED]

Email address

[REDACTED]

## 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)

Conversion of existing single residential unit with associated commercial space to form three number residential units [ use class C3A] together with associated works

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

## 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).

Removal of existing lift and lift well [constructed 1990s]. Removal of existing external starway [constructed 1990s] extension of existing lean-to structure. Non- affecting the structural support of the existing building. Drawing nos. A6010 102 -109

## 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:**  
External walls

**Existing materials and finishes:**  
fair face brickwork

**Proposed materials and finishes:**  
fairface brickwork to match existing brickwork diagonally fixed hardwood plank cladding, finish: wood stain black

**Type:**  
Roof covering

**Existing materials and finishes:**  
slates : black

**Proposed materials and finishes:**  
slates: black

**Type:**  
Windows

**Existing materials and finishes:**  
timber, single clear glazed, painted grey/green timber, clear single glazed , wood stain black

**Proposed materials and finishes:**  
timber double clear glazed, painted grey/ green timber, clear single glazed, wood stain black

**Type:**  
External doors

**Existing materials and finishes:**  
timber framed , single glazed, wood stain black.

**Proposed materials and finishes:**  
solid core timber faced in diagonally fixed hardwood plank cladding, finish wood stain black. To match adjacent clad areas on south elevation  
solid core timber faced half double glazed [to match existing adjacent doors]] to north elevation

**Type:**  
Ceilings

**Existing materials and finishes:**  
painted plasterboard - white

**Proposed materials and finishes:**  
painted plasterboard -white

**Type:**  
Internal walls

**Existing materials and finishes:**  
fair face brickwork- painted several colours plasterboard - painted several colours

**Proposed materials and finishes:**  
fair face brickwork -painted several colours plasterboard -painted several colours

**Type:**  
Floors

**Existing materials and finishes:**  
engineered timber flooring system

**Proposed materials and finishes:**  
engineered timber flooring system

**Type:**  
Internal doors

**Existing materials and finishes:**  
solid cored timber flush doors

**Proposed materials and finishes:**  
solid core heritage timber doors

**Type:**  
Rainwater goods

**Existing materials and finishes:**  
plastic -colour black

**Proposed materials and finishes:**  
aluminium- colour silver

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

**Existing materials and finishes:**  
fair face brickwork to match building

**Proposed materials and finishes:**  
fair face brickwork to match existing

**Type:**  
Other

**Other (please specify):**  
Rooflights

**Existing materials and finishes:**  
none

**Proposed materials and finishes:**  
aluminium framed [ colour -black] double glazed [clear glass] , proprietary heritage opening rooflights

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

Design and Access Statement

Heritage Statement

Drawings:

A6010 101. Location plan	1:1250 @A2
102. Block Plan.	1:100 @A1
103. Partly Implemented and Proposed Ground FloorLevel Plan.	1:100 @A1
104. Partly Implemented and Proposed First Floor Level Plan.	1:100 @A1
105. Partly Implemented and Proposed Second Floor Level Plan.	1:100 @A1
106. Partly Implemented and Proposed Roof Plan.	1:100 @A1
107. Partly Implemented and Proposed Cross-sections.	1:100 @A1
108. Partly Implemented and Proposed South and North Elevations.	1:100 @A1
109. Partly Implemented and proposed East and West Elevations.	1:100 @A1

## Site Area

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

0.04

Unit

Hectares

## Existing Use

Please describe the current use of the site

vacant, in delayed construction

Is the site currently vacant?

Yes  
 No

If Yes, please describe the last use of the site

occupied as retail

When did this use end (if known)?

13/12/2018

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

If you answered Yes to any of the above questions, please show details on your plans/drawings and state their reference numbers

proposed additional residential pedestrian entrance from Tarrant Street in east of building

A6010 103. Part Implemented and Proposed Ground Floor Level Plan 1:100 @ A1  
108. Part Implemented and Proposed South and North Elevations 1:100 @ A1

## 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

Existing system serves building. Proposed works will include additional below ground connections for town house unit B

## 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.

## 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.

[Find out more about biodiversity net gain, and access digital tools from our partners that can help determine if you are exempt, or produce the biodiversity metric information required.](#)

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).

[You can use our partner's free online tool to determine if you are exempt and to produce detailed reasons.](#)

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:**

scale of development -site area, limited unaffected hard external area and number of units to be created

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

## Waste Storage and Collection

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

Yes  
 No

If Yes, please provide details:

defined waste and recycling areas within the three proposed residential units

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

Yes  
 No

If Yes, please provide details:

waste/ recycling rooms within two larger units and similar waste/recycling cupboard within the smallest unit

## Residential/Dwelling Units

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

Yes  
 No

**Please note:** This question is based on the current housing categories and types specified by government.

If your application was started before 23 May 2020, the categories and types shown in this question will now have changed. We recommend that you review any information provided to ensure it is correct before the application is submitted.

## Proposed

Please select the housing categories that are relevant to the proposed units

Market Housing  
 Social, Affordable or Intermediate Rent  
 Affordable Home Ownership  
 Starter Homes  
 Self-build and Custom Build

## Market Housing

Please specify each type of housing and number of units proposed

### Housing Type:

Houses

### 1 Bedroom:

1

### 2 Bedroom:

0

### 3 Bedroom:

1

### 4+ Bedroom:

1

### Unknown Bedroom:

0

### Total:

3

Proposed Market Housing Category Totals	1 Bedroom Total	2 Bedroom Total	3 Bedroom Total	4+ Bedroom Total	Unknown Bedroom Total	Total
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	1	0	1	1	0	3
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## Existing

Please select the housing categories for any existing units on the site

- Market Housing
- Social, Affordable or Intermediate Rent
- Affordable Home Ownership
- Starter Homes
- Self-build and Custom Build

### Market Housing

Please specify each existing type of housing and number of units on the site

<b>Housing Type:</b>	
Houses	
<b>1 Bedroom:</b>	
0	
<b>2 Bedroom:</b>	
0	
<b>3 Bedroom:</b>	
0	
<b>4+ Bedroom:</b>	
1	
<b>Unknown Bedroom:</b>	
0	
<b>Total:</b>	
1	

Existing Market Housing Category Totals	1 Bedroom Total	2 Bedroom Total	3 Bedroom Total	4+ Bedroom Total	Unknown Bedroom Total	Total
	0	0	0	1	0	1

### Totals

Total proposed residential units	3
Total existing residential units	1
Total net gain or loss of residential units	2

## 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

**Use Class:**

Other (Please specify)

**Other (Please specify):**

Use class E

**Existing gross internal floorspace (square metres) (a):**

140

**Gross internal floorspace to be lost by change of use or demolition (square metres) (b):**

140

**Total gross new internal floorspace proposed (including changes of use) (square metres) (c):**

0

**Net additional gross internal floorspace following development (square metres) (d = c - a):**

-140

Totals	Existing gross internal floorspace (square metres) (a)	Gross internal floorspace to be lost by change of use or demolition (square metres) (b)	Total gross new internal floorspace proposed (including changes of use) (square metres) (c)	Net additional gross internal floorspace following development (square metres) (d = c - a)
	140	140	0	-140

**Tradable floor area**

Does the proposal include use as a shop (e.g. For the display/sale of goods under Use Class E(a), the sale of essential goods under Use Class F2, or as part of any other use)

Yes  
 No

**Loss or gain of rooms**

Does the proposal include loss or gain of rooms for hotels, residential institutions, or hostels?

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

## Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

Yes  
 No

## 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

Geoffrey

Surname

Thorpe

Declaration Date

12/01/2025

Declaration made

## Declaration

I/We hereby apply for Full planning & listed building consent 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

Geoffrey Thorpe

Date

12/01/2025