



AB/ 89/18/PL

Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LP  
Tel: 01903 737756  
[www.arun.gov.uk](http://www.arun.gov.uk)

Application for Planning Permission and for relevant demolition of an unlisted building in a conservation area  
Town and Country Planning Act 1990

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.

1. Site Address

|                |                |
|----------------|----------------|
| Number         | 65             |
| Suffix         |                |
| Property name  |                |
| Address line 1 | Tarrant Street |
| Address line 2 |                |
| Address line 3 |                |
| Town/city      | Arundel        |
| Postcode       | BN18 9DJ       |

Change of use & lift space from office  
to garage to office workspace &  
installation of roof light. This  
alteration affects the character  
appearance of the Arundel  
Conservation Area.

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

|              |        |
|--------------|--------|
| Easting (x)  | 501648 |
| Northing (y) | 106981 |

Description

2. Applicant Details

|                |                    |
|----------------|--------------------|
| Title          | Other              |
| Other          | Messrs             |
| First name     |                    |
| Surname        | Knight and Cooper  |
| Company name   |                    |
| Address line 1 | 65, Tarrant Street |
| Address line 2 |                    |
| Address line 3 |                    |
| Town/city      | Arundel            |

Planning Portal Reference: PP-07155057

## 2. Applicant Details

|                  |          |
|------------------|----------|
| Country          |          |
| Postcode         | BN18 9DJ |
| Primary number   |          |
| Secondary number |          |
| Fax number       |          |
| Email address    |          |

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

## 3. Agent Details

|                  |                   |
|------------------|-------------------|
| Title            | Mr                |
| First name       | Jochen            |
| Surname          | Driessle          |
| Company name     | Wilton Studio Ltd |
| Address line 1   | 1 Pitwell Mews    |
| Address line 2   |                   |
| Address line 3   |                   |
| Town/city        | London            |
| Country          | United Kingdom    |
| Postcode         | E8 1FH            |
| Primary number   |                   |
| Secondary number |                   |
| Fax number       |                   |
| Email            |                   |

## 4. Site Area

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

51

Unit

sq metres

## 5. Description of the Proposal

Please describe the proposed development including any change of use and details of the proposed demolition:

Change of Use of Loft Space from Office Storage to Office Work Space and Installation of Roof Light

Has the work or change of use already started?

☐ Yes ☒ No

## 6. Explanation for Proposed Demolition Work

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

Openings need to be created for the roof light and for the staircase.

## 7. Existing Use

Please describe the current use of the site

Office

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

## 8. Materials

Does the proposed development require any materials to be used in the build?

☒ Yes ☐ No

Please provide a description of existing and proposed materials and finishes to be used in the build (including type, colour and name for each material):

Windows

Description of existing materials and finishes (optional):

Description of proposed materials and finishes:

Glazed Velux type roof light with metal surround

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

055 Location Plan, 050-051 Plans as Existing, 070 Elevations as Existing, 100-101 Plans as Proposed, 120 Elevations as Proposed; Design, Access and Heritage Statement dated 23rd July 2018

## 9. 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

## 10. Vehicle Parking

Is vehicle parking relevant to this proposal?

☐ Yes ☒ No

## 11. Trees and Hedges

Are there trees or hedges on the proposed development site?

☐ Yes ☒ No

## 11. Trees and Hedges

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 your local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside your application. Your 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'.

## 12. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)

☐ Yes ☒ No

If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.

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

## 13. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes for further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals. Having referred to the guidance notes, 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?

a) Protected and priority species (see guidance note).

- ☐ 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 (see guidance note):

- ☐ Yes, on the development site  
☐ Yes, on land adjacent to or near the proposed development  
☒ No

c) Features of geological conservation importance (see guidance note):

- ☐ Yes, on the development site  
☐ Yes, on land adjacent to or near the proposed development  
☒ No

## 14. Foul Sewage

Please state how foul sewage is to be disposed of:

☒ Mains Sewer

☐ Septic Tank

☐ Package Treatment plant

☐ Cess Pit

☐ Other

☐ Unknown

#### 14. Foul Sewage

Are you proposing to connect to the existing drainage system?

☐ Yes ☒ No ☐ Unknown

#### 15. 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

#### 16. Trade Effluent

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

☐ Yes ☒ No

#### 17. Residential/Dwelling Units

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

☐ Yes ☒ No

#### 18. All Types of Development: Non-Residential Floorspace

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

☐ Yes ☒ No

#### 19. Employment

Will the proposed development require the employment of any staff?

☐ Yes ☒ No

#### 20. Hours of Opening

Are Hours of Opening relevant to this proposal?

☐ Yes ☒ No

#### 21. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Office use

Is the proposal for a waste management development?

☐ Yes ☒ No

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make it clear what information it requires on its website

#### 22. Hazardous Substances

Is any hazardous waste involved in the proposal?

☐ Yes ☒ No

#### 23. 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? (Please select only one)

- ☒ The agent  
☐ The applicant  
☐ Other person

## 24. 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

First name

Surname

Reference

Date (Must be pre-application submission)

06/07/2018

Details of the pre-application advice received

A planning application should be submitted for the changed use from file storage to work space in the existing office loft.

## 25. Authority Employee/Member

With respect to the Authority, is the applicant 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

Do any of these statements apply to you?

☐ Yes ☒ No

## 26. Ownership Certificates and Agricultural Land Declaration

**CERTIFICATE OF OWNERSHIP - CERTIFICATE A - Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14**

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

Jochen

Surname

Dnessel

Declaration date  
(DD/MM/YYYY)

23/07/2018

☒ Declaration made

## 27. Declaration

I/we hereby apply for planning permission/consent as described in this form 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. ☒

Date (cannot be pre-application)

31/07/2018