

Application for Planning Permission. 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. Applicant Name, Address and Contact Details

Title:	Mr	First name:	Bryan	Surname:	Fry
Company name:	BEFI Ltd				
Street address:	The Stables				
	South Pallant				
Town/City:	Chichester				
County:	West Sussex				
Country:					
Postcode:	PO19 1SY				

	Country Code	National Number	Extension Number
Telephone number:			
Mobile number:			
Fax number:			
Email address:			

Are you an agent acting on behalf of the applicant? ☒ Yes ☐ No

2. Agent Name, Address and Contact Details

Title:	Mr	First Name:	Matthew	Surname:	Pickup
Company name:	Pickup Town Planning				
Street address:	57 Sea View Road				
	Drayton				
Town/City:	PORTSMOUTH				
County:	Hampshire				
Country:	United Kingdom				
Postcode:	PO6 1EW				

	Country Code	National Number	Extension Number
Telephone number:			
Mobile number:			
Fax number:			
Email address:			

3. Description of the Proposal

Please describe the proposed development including any change of use:

Alterations to the external appearance of the building - changes to window detailing.

Has the building, work or change of use already started?

☒ Yes ☐ No

If Yes, please state the date when the building, work, or use started:

01/12/2012

Has the building, work or change of use been completed?

☐ Yes ☒ No

4. Site Address Details

Full postal address of the site (including full postcode where available)

House:		Suffix:	
House name:	Flint House / The Old Bakery		
Street address:	Bakery Lane		
Town/City:	Bognor Regis		
County:	West Sussex		
Postcode:	PO21 1UR		

Description of location or a grid reference
(must be completed if postcode is not known):

Easting:	493193
Northing:	98914

Description:

5. 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 (DD/MM/YYYY): (Must be pre-application submission)

Details of the pre-application advice received:

Changes to the fenestration of the existing building were undertaken in early 2013. Given that the building is not a particularly important structure either in architectural or historic terms (it is not a listed building and is not located within a conservation area) it was not considered that the insertion of a small number of replacement wood effect UPVC windows constituted a 'material alteration to the external appearance of the building.' The changes were the subject of a complaint to the Local Planning Authority which resulted in Mr Sullivan (Compliance Planning Officer) inspecting the site. Further to his inspection Mr Sullivan wrote to the applicant, on 22nd May 2013, stating "The fenestration changes are considered permitted development, and so with no breach of planning control, my file will now be closed on this matter." However, Mr Sullivan reviewed the situation and in an email dated 6th June 2013 he stated "I have had the opportunity to re-examine my position and am now of the opinion that the alterations to the fenestration at this site constitute unauthorised development. This is because they form a material change to the appearance of the building and are unacceptable." Copies of both pieces of correspondence accompany this application.

This application seeks to address the concerns stated by Mr Sullivan. The proposal would result in the insertion of new windows across the east elevation of Flint House and the Old Bakery which would ensure they had an acceptable and uniform appearance across the whole of the facade facing Bakery Lane.

6. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle 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

7. 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

8. Authority Employee/Member

With respect to the Authority, I am:

- (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

9. Materials

Please state what materials (including type, colour and name) are to be used externally (if applicable):

ARUN DISTRICT COUNCIL BR/212/13/

9. (Materials continued)

Windows - description:

Description of *existing* materials and finishes:

Combination of existing white and wood effect UPVC double glazed windows.

Description of *proposed* materials and finishes:

White UPVC double glazed windows with diamond pattern leaded lights.

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?

☒ Yes ☐ No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

Drawings by KEHilton and Associates: -
4834/1 - Site, Location and Block Plan
4834/5 - Existing East / West Elevations
4834/6A - Existing North / South Elevations
4834/10 - Proposed East / West Elevations
4834/11C - Proposed North / South Elevations
Design and Access Statement by Pickup Town Planning
Letter from Mr D. Sullivan (22/05/2013)
Email Correspondence with Mr D. Sullivan (06/06/2013)

10. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

Type of vehicle	Existing number of spaces	Total proposed (including spaces retained)	Difference in spaces
Cars	0	0	0
Light goods vehicles/public carrier vehicles	0	0	0
Motorcycles	0	0	0
Disability spaces	0	0	0
Cycle spaces	0	0	0
Other (e.g. Bus)	0	0	0
Short description of Other	N/A		

11. Foul Sewage

Please state how foul sewage is to be disposed of:

Mains sewer ☐ Package treatment plant ☐ Unknown ☐
Septic tank ☐ Cess pit ☐

Other

N/A

Are you proposing to connect to the existing drainage system?

☐ Yes ☐ No ☐ Unknown

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 an appropriate 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 ☒ Main sewer ☐ Pond/lake
☐ Soakaway ☐ Existing watercourse

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

☐ 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

14. Existing Use

Please describe the current use of the site:

As Class B1(a) offices. An application for Prior Notification has been submitted to Arun District Council to establish that the existing Class B1(a) office building can change use to form 5 dwellings as 'permitted development' in accordance with Class J of Part 3 of the Second Schedule to the Town and Country Planning (General Permitted Development Order), 1995 (as amended).

Is the site currently vacant? ☒ Yes ☐ No

If Yes, please describe the last use of the site:

Class B1(a) Offices

When did this use end (if known) (DD/MM/YYYY)? 01/04/2013

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

15. 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 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'.

16. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste? ☐ Yes ☒ No

17. Residential Units

Does your proposal include the gain or loss 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

If known, please complete the following information regarding employees:

	Full-time	Part-time	Equivalent number of full-time
Existing employees	0	0	0
Proposed employees	0	0	0

20. Hours of Opening

If known, please state the hours of opening for each non-residential use proposed:

Use	Monday to Friday Start Time End Time	Saturday Start Time End Time	Sunday and Bank Holidays Start Time End Time	Not Known
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20. Hours of Opening (continued)

B1A



21. Site Area

What is the site area?

00.03

hectares

22. 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:

N/A

Is the proposal for a waste management development?



Yes



No

23. Hazardous Substances

Is any hazardous waste involved in the proposal?



Yes



No

24. 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

25. Certificates (Certificate A)

Certificate of Ownership - Certificate A

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

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 (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding (*"agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act*).

Title:

Mr

First name:

Matthew

Surname:

Pickup

Person role:

Agent

Declaration date:

30/08/2013



Declaration made

26. 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

30/08/2013