

## Application to determine if prior approval is required for a proposed: New dwellinghouses on detached buildings in commercial or mixed use

Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 20, Class AA

### Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Planning Authority in accordance with the legislation detailed on this form.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to a Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

### Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website. Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information.

If you require any further clarification, please contact the Local Planning Authority directly.

Find contact details for Local Planning Authorities: <https://www.planningportal.co.uk/lpasearch>

If printed, please complete using block capitals and black ink.

#### 1. Applicant Name and Address

|                     |                                                                          |             |                      |
|---------------------|--------------------------------------------------------------------------|-------------|----------------------|
| Title:              | <input type="text"/>                                                     | First name: | <input type="text"/> |
| Last name:          | <input type="text"/>                                                     |             |                      |
| Company (optional): | <input type="text" value="Metropolitan Properties Realization Co. Ltd"/> |             |                      |
| Unit:               | <input type="text"/>                                                     | Number:     | <input type="text"/> |
|                     | Suffix: <input type="text"/>                                             |             |                      |
| Building name:      | <input type="text" value="c/o Freshwater Group of Companies"/>           |             |                      |
| Address 1:          | <input type="text" value="Regional Executive"/>                          |             |                      |
| Address 2:          | <input type="text" value="3rd Floor Suffolk House"/>                     |             |                      |
| Address 3:          | <input type="text" value="George Street"/>                               |             |                      |
| Town:               | <input type="text" value="Croydon"/>                                     |             |                      |
| County:             | <input type="text"/>                                                     |             |                      |
| Country:            | <input type="text"/>                                                     |             |                      |
| Postcode:           | <input type="text" value="CR0 1PE"/>                                     |             |                      |

#### 2. Agent Name and Address

|                     |                                                        |             |                                      |
|---------------------|--------------------------------------------------------|-------------|--------------------------------------|
| Title:              | <input type="text" value="Mr"/>                        | First name: | <input type="text" value="Stephen"/> |
| Last name:          | <input type="text" value="Thorpe"/>                    |             |                                      |
| Company (optional): | <input type="text" value="Hughes Jay and Panter Ltd"/> |             |                                      |
| Unit:               | <input type="text"/>                                   | Number:     | <input type="text"/>                 |
|                     | Suffix: <input type="text"/>                           |             |                                      |
| Building name:      | <input type="text" value="Grove House"/>               |             |                                      |
| Address 1:          | <input type="text" value="64 Sutton Grove"/>           |             |                                      |
| Address 2:          | <input type="text"/>                                   |             |                                      |
| Address 3:          | <input type="text"/>                                   |             |                                      |
| Town:               | <input type="text" value="Sutton"/>                    |             |                                      |
| County:             | <input type="text" value="Surrey"/>                    |             |                                      |
| Country:            | <input type="text"/>                                   |             |                                      |
| Postcode:           | <input type="text" value="SM1 4LP"/>                   |             |                                      |

### 3. Site Address Details

Please provide the full postal address of the application site.

|                |                      |         |                      |         |                      |
|----------------|----------------------|---------|----------------------|---------|----------------------|
| Unit:          | <input type="text"/> | Number: | <input type="text"/> | Suffix: | <input type="text"/> |
| Building name: | Kinrara House        |         |                      |         |                      |
| Address 1:     | Queensway            |         |                      |         |                      |
| Address 2:     | Bognor Regis         |         |                      |         |                      |
| Address 3:     | <input type="text"/> |         |                      |         |                      |
| Address 4:     | <input type="text"/> |         |                      |         |                      |
| Postcode:      | PO21 1RR             |         |                      |         |                      |

### 4. Eligibility

Above ground level, is the current building less than 3 storeys in height?

☐ Yes ☒ No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Was the current building constructed between 1 July 1948 and 5 March 2018?

☒ Yes ☐ No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

On 5 March 2018, was the building in use as:

- shops (Use Class A1), financial and professional services (Use Class A2), restaurants and cafes (Use Class A3), offices (Use Class B1a), a betting office, pay day loan shop, launderette or a mix of any of these uses; or
- dwellinghouses (Use Class C3) including as a mixed use with any of the above

☒ Yes ☐ No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will the proposed additional storeys only be constructed on the principal part of the building (i.e. the main part of the building excluding any front, side or rear extension of a lower height, whether this forms part of the original building or a subsequent addition)?

☒ Yes ☐ No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Would the floor to ceiling height, measured internally, of any proposed additional storey exceed:

- 3 metres; or
- the floor to ceiling height, measured internally, of any existing storey of the principal part of the existing building

☐ Yes ☒ No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will all the proposed new dwellinghouses be flats (i.e. separate and self-contained premises constructed for use for the purposes of a dwellinghouse)?

☒ Yes ☐ No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

#### 4. Eligibility (continued)

Would the proposed extended building's:

- height exceed 30 metres (as measured from ground level to the highest part of the roof, not including plant); or
- roof be more than 7 metres higher than the highest part of the existing roof (not including plant, in each case)

☐ Yes ☒ No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will any proposed engineering operations reasonably necessary to construct the additional storeys and new dwellinghouses include:

- provision of visible support structures on or attached to the exterior of the building upon completion of the development; or
- anything other than works within the existing curtilage of the building to strengthen existing walls; strengthen existing foundations; or install or replace water, drainage, electricity, gas or other services

☐ Yes ☒ No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will any works for the replacement of existing plant or installation of additional plant on the roof of the extended building reasonably necessary to service the new dwellinghouses include:

- Installation of plant where none currently exists; or
- Increasing the height of any installed plant (i.e. as measured before and after from the lowest surface of the roof on the principal part of the building)

☐ Yes ☒ No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will any works for the construction of appropriate and safe access to and egress from the new and existing dwellinghouses (including means of escape from fire, via additional external doors or external staircases) extend beyond the curtilage of the existing building?

☐ Yes ☒ No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will any works for the construction of storage, waste or other ancillary facilities reasonably necessary to support the new dwellinghouses:

- extend beyond the curtilage of the existing building;
- be situated on land forward of a wall forming the principal elevation of the existing building; or
- be situated on land forward of a wall fronting a highway and forming a side elevation of the existing building

☐ Yes ☒ No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Is any part of the land or site on which the building is located:

- article 2(3) land;
- a site of special scientific interest;
- a listed building or land within its curtilage;
- a scheduled monument or land within its curtilage;
- a safety hazard area;
- a military explosives storage area; or
- within 3 kilometres of the perimeter of an aerodrome

☐ Yes ☒ No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Following the development, will every dwellinghouse in the building remain in use within Use Class C3 and for no other purpose, unless that purpose is ancillary to the primary use as a dwellinghouse?

☒ Yes ☐ No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

## 5. Description of Proposed Works, Impacts and Risks

Please describe the proposed development, including:

- details of any dwellinghouse and other works proposed
- the external appearance of the building, including:
  - the design and architectural features of the principal elevation (and any side elevation that fronts a highway)
  - the impact of any works for the construction of appropriate and safe access to and egress from the new and existing dwellinghouses (including means of escape from fire, via additional external doors or external staircases)
  - the impact of any works for the construction of storage, waste or other ancillary facilities reasonably necessary to support the new dwellinghouses
- details on the provision of adequate natural light in all habitable rooms of the dwellinghouses

Kinrara House is a 3 storey structure, with the ground floor storey comprising A1 and A2 commercial units and the upper storeys comprising residential maisonettes. The property is constructed with a concrete frame and intermediate concrete floors, and external flint cladding. The property is served with stairs on its southern and northern flank which serves a terrace to the rear of the property where the maisonettes entrance doors are located.

The proposal is to add an additional 4th storey to Kinrara House thus providing 7no. 1 bed flats. The footprint of the flats will reflect the footprint of the top floor of the maisonette below; however, the layout will be different. The communal stairs will need to be extended to a cantilevered balcony at the rear which will serve the flat entrance doors. The additional floor will be of lightweight construction with Equitone Textura cladding (buttermilk) to complement the existing concrete frame below and Equitone Textura cladding (Graphite) to complement the existing flint cladding panels below. All the windows will be the same size and fenestration as existing to ensure visual consistency.

All habitable rooms have windows and therefore natural light as shown on the plans. The existing bin chutes will be extended to the top floor for refuse disposal.

## 5. Description of Proposed Works, Impacts and Risks (continued)

What will be the net increase in dwellinghouses:

7

Note that this figure should be the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses in the existing building.

Please provide details of any transport and highways impacts and how these will be mitigated:

There are no transport and highways impacts.

Please provide details of any air traffic and defence asset impacts and how these will be mitigated:

There are no air traffic or defence asset impacts.

Please provide details of any contamination risks and how these will be mitigated:

There are no contamination risks.

## 5. Description of Proposed Works, Impacts and Risks (continued)

Please provide details of any flooding risks and how these will be mitigated.

A flood risk assessment should accompany the application where the site:

- is in Flood Zones 2 or 3 (Check online: <https://flood-map-for-planning.service.gov.uk/>); or
- is in an area with critical drainage problems (Check with the Local Planning Authority, it will have been notified of such areas by the Environment Agency).

Kinrara House is located in flood zone 1.

Please provide details of the impacts on the amenity of the existing building and neighbouring premises including overlooking, privacy and the loss of light and how these will be mitigated:

To the North of the site is Richmond House and to the West Queensway House and to the South Gordon House which are all in the same ownership as Kinrara House. To the East is Morrisons car park. To the South is the High Street and commercial properties.

In Pre Application advice dated 7th July 2020 the planner has confirmed 'there would be no materially adverse overlooking or overbearing impacts on the existing flats and commercial premises'.

Please provide details of the impacts of noise from any commercial premises on the intended occupiers of the new dwellinghouses and how these will be mitigated:

The new units are sufficiently remote not to be impacted by noise from the commercial units as they will be on the third floor.

## 5. Description of Proposed Works, Impacts and Risks (continued)

Please provide details of the impacts of the introduction of, or an increase in, a residential use of premises in the area on the carrying on of any trade, business or other use of land in the area and how these will be mitigated:

The addition of extra residential units will be beneficial to Queensway and the Town centre as there will be potentially more people using their services.

Where relevant (due to the siting of the building), please provide details of the impact on any protected view.

Note that these are identified in the Directions Relating to Protected Vistas dated 15 March 2012 issued by the Secretary of State.

N/A

**6. List of flats and other premises in the existing building**

Please provide a list of all addresses of any flats and any other premises within the existing building (either in the fields below or as a supporting document)

|             |                                           |
|-------------|-------------------------------------------|
| Address 1:  | Addresses on supporting document attached |
| Address 2:  |                                           |
| Address 3:  |                                           |
| Address 4:  |                                           |
| Address 5:  |                                           |
| Address 6:  |                                           |
| Address 7:  |                                           |
| Address 8:  |                                           |
| Address 9:  |                                           |
| Address 10: |                                           |

Please provide details of any additional addresses on a separate sheet if necessary.

## 7. Checklist

Please read the following checklist to make sure you provide all the required information in support of your proposal. The information provided should include all the details necessary for the Local Planning Authority to determine if the proposal complies with permitted development legislation, and if its prior approval will be required. If sufficient information is not provided the Local Authority can either request it, or refuse the application.

- |                                                                                                                                                                                        |                                     |                                                                                                                 |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------|
| All sections of this application completed in full, dated and signed.                                                                                                                  | <input checked="" type="checkbox"/> | A plan indicating the site and showing the proposed development.                                                | <input checked="" type="checkbox"/> |
| The correct fee                                                                                                                                                                        | <input checked="" type="checkbox"/> | All plans should be drawn to an identified scale and show the direction of North.                               |                                     |
| Floor plans indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building | <input checked="" type="checkbox"/> | Plans can be bought from one of the Planning Portal's accredited suppliers:                                     |                                     |
|                                                                                                                                                                                        |                                     | <a href="https://www.planningportal.co.uk/buyaplanningmap">https://www.planningportal.co.uk/buyaplanningmap</a> |                                     |

## 8. Declaration

I/we hereby apply for a determination as to whether prior approval will be required 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.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(date cannot be pre-application)

## 9. Applicant Contact Details

Telephone numbers

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Country code:        | National number:     | Extension:           |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

|                      |                           |
|----------------------|---------------------------|
| Country code:        | Mobile number (optional): |
| <input type="text"/> | <input type="text"/>      |

|                      |                        |
|----------------------|------------------------|
| Country code:        | Fax number (optional): |
| <input type="text"/> | <input type="text"/>   |

Email address:

## 10. Agent Contact Details

Telephone numbers

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Country code:        | National number:     | Extension:           |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

|                      |                           |
|----------------------|---------------------------|
| Country code:        | Mobile number (optional): |
| <input type="text"/> | <input type="text"/>      |

|                      |                        |
|----------------------|------------------------|
| Country code:        | Fax number (optional): |
| <input type="text"/> | <input type="text"/>   |

Email address: