

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. Site Address**

|                                                                          |                  |
|--------------------------------------------------------------------------|------------------|
| Number                                                                   |                  |
| Suffix                                                                   |                  |
| Property name                                                            | Ashley House     |
| Address line 1                                                           | 120 Aldwick Road |
| Address line 2                                                           |                  |
| Address line 3                                                           |                  |
| Town/city                                                                | Bognor Regis     |
| Postcode                                                                 | PO21 2PB         |
| Description of site location must be completed if postcode is not known: |                  |
| Easting (x)                                                              | 492502           |
| Northing (y)                                                             | 98903            |

|             |  |
|-------------|--|
| Description |  |
|-------------|--|

**2. Applicant Details**

|                |                  |
|----------------|------------------|
| Title          |                  |
| First name     |                  |
| Surname        | C/O Agent        |
| Company name   | Aldwick Road LLP |
| Address line 1 | Field House      |
| Address line 2 | Newells Lane     |
| Address line 3 | West Ashling     |
| Town/city      |                  |
| Country        | West Sussex      |

2. Applicant Details

|                  |          |
|------------------|----------|
| Postcode         | PO18 8DD |
| 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       | Rob                 |
| Surname          | Murgatroyd          |
| Company name     | Walsingham Planning |
| Address line 1   | Bourne House        |
| Address line 2   | Cores End Road      |
| Address line 3   |                     |
| Town/city        | Bourne End          |
| Country          |                     |
| Postcode         | SL8 5AR             |
| Primary number   |                     |
| Secondary number |                     |
| Fax number       |                     |
| Email            |                     |

4. Site Area

|                                                                         |          |
|-------------------------------------------------------------------------|----------|
| What is the measurement of the site area?<br>(numeric characters only). | 0.22     |
| Unit                                                                    | hectares |

5. Description of the Proposal

Please describe the proposed development including any change of use

Part 2, part 3 storey extension, relocation of bin store and new cycle stores.

Has the work or change of use already started? ☒ Yes ☐ No

6. Existing Use

Please describe the current use of the site

6. Existing Use

HMO for Butlins resort staff

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

7. 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):

Walls

Description of existing materials and finishes (optional):Brickwork and render

Description of proposed materials and finishes:Thru tone render - white

Roof

Description of existing materials and finishes (optional):Flat and tiles

Description of proposed materials and finishes:Slate (Marley Eternit) lead and flat

Windows

Description of existing materials and finishes (optional):Painted timber

Description of proposed materials and finishes:Painted timber

Doors

Description of existing materials and finishes (optional):Painted timber

Description of proposed materials and finishes:Painted timber

Vehicle access and hard standing

Description of existing materials and finishes (optional):Tarmac

Description of proposed materials and finishes:Tarmac

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

170 3.001 rev 3 - location plan  
170 3.002 rev 4 - Proposed site block plan  
170 3.003 rev 2 - Existing site plan  
170 3.101 rev 5 - Proposed GF plan  
170 3.102 rev 6 - Proposed FF plan  
170 3.10 rev 2 - Proposed bin store  
170 3.201 rev 5 - Proposed North and South elevations  
170 3.202 rev 5 - Proposed East and West elevations

## 8. 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

## 9. Vehicle Parking

Is vehicle parking relevant to this proposal? ☐ Yes ☐ No

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                                           | 2                         | 2                                          | 0                    |
| Light goods vehicles / public carrier vehicles | 1                         | 1                                          | 0                    |
| Disability spaces                              | 1                         | 1                                          | 0                    |
| Cycle spaces                                   | 40                        | 40                                         | 0                    |

## 10. 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'.**

## 11. 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

12. 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

13. 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. Please state the plan(s)/drawing(s) references.

Use existing connection

14. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste? ☐ Yes ☐ No

If Yes, please provide details:

See site plan for relocated bin store and bin store detail

Have arrangements been made for the separate storage and collection of recyclable waste? ☐ Yes ☐ No

If Yes, please provide details:

See site plan for relocated bin store and bin store detail

15. Trade Effluent

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

16. Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units? ☐ Yes ☐ No

17. All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? ☒ Yes ☐ No

If you have answered Yes to the question above please add details in the following table:

| Use Class | Existing gross internal floorspace (square metres) | Gross internal floorspace to be lost by change of use or demolition (square metres) | Total gross new internal floorspace proposed (including changes of use) (square metres) | Net additional gross internal floorspace following development (square metres) |
|-----------|----------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Other     | 1670                                               | 0                                                                                   | 540                                                                                     | 540                                                                            |
| Total     | 1670                                               | 0                                                                                   | 540                                                                                     | 540                                                                            |

For hotels, residential institutions and hostels please additionally indicate the loss or gain of rooms:

| Use Class       | Existing rooms to be lost by change of use or demolition | Total rooms proposed (including changes of use) | Net additional rooms |
|-----------------|----------------------------------------------------------|-------------------------------------------------|----------------------|
| Other - Hostels | 0                                                        | 15                                              | 15                   |

18. Employment

Will the proposed development require the employment of any staff? ☒ Yes ☐ No

Please complete the following information regarding employees:

| Type               | Full-time | Part-time | Equivalent number of full-time |
|--------------------|-----------|-----------|--------------------------------|
| Existing employees | 1         |           | 1                              |
| Proposed employees | 1         |           | 1                              |

19. Hours of Opening

Are Hours of Opening relevant to this proposal? ☒ Yes ☐ No

If known, please state the hours of opening (e.g. 15:30) for each non-residential use proposed:

| Use   | Monday to Friday                     | Saturday                             | Sunday and Bank Holidays             | Unknown |
|-------|--------------------------------------|--------------------------------------|--------------------------------------|---------|
| Other | Start Time: 00:00<br>End Time: 00:00 | Start Time: 00:00<br>End Time: 00:00 | Start Time: 00:00<br>End Time: 00:00 |         |

20. 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:

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

## 21. Hazardous Substances

Is any hazardous waste involved in the proposal?

☐ Yes ☐ No

## 22. 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

## 23. Pre-application Advice

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

☐ Yes ☐ No

## 24. 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

## 25. Ownership Certificates and Agricultural Land Declaration

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

I certify/The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner\* and/or agricultural tenant\*\* of any part of the land or building to which this application relates.

\* 'owner' is a person with a freehold interest or leasehold interest with at least 7 years left to run. \*\* 'agricultural tenant' has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Owner/Agricultural Tenant

|                                   |                     |
|-----------------------------------|---------------------|
| Name of Owner/Agricultural Tenant | Butlins Skyline Ltd |
| Number                            |                     |
| Suffix                            |                     |
| House Name                        | C/O                 |
| Address line 1                    | Butlins Resort      |
| Address line 2                    | Upper Bognor Road   |
| Town/city                         | Bognor Regis        |
| Postcode                          | PO21 1JJ            |
| Date notice served (DD/MM/YYYY)   | 10/08/2018          |

Person role

- ☐ The applicant  
☐ The agent

Title

Mr

25. Ownership Certificates and Agricultural Land Declaration

|                                                      |            |
|------------------------------------------------------|------------|
| First name                                           |            |
| Surname                                              | Brooker    |
| Declaration date<br>(DD/MM/YYYY)                     | 10/08/2018 |
| <input checked="" type="checkbox"/> 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 (cannot be pre-application) | 10/08/2018 |
|----------------------------------|------------|