

Application for Planning Permission and listed building consent for alterations,
extension or demolition of a listed building.
Town and Country Planning Act 1990
Planning (Listed Buildings and Conservation Areas) 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	65-71
Address line 1	Upper Bognor Road
Address line 2	
Address line 3	
Town/city	Bognor Regis
Postcode	PO21 1HR
Description of site location must be completed if postcode is not known:	
Easting (x)	494178
Northing (y)	99626
Description	

2. Applicant Details

Title	
First name	Kevin
Surname	Fox
Company name	KJ Fox Limited
Address line 1	Units 1 & 2
Address line 2	Place St Maur Des Fosses
Address line 3	Belmont Street
Town/city	Bognor Regis

2. Applicant Details

Country	
Postcode	PO21 1BJ
Are you an agent acting on behalf of the applicant? ☒ Yes ☐ No	
Primary number	REDACTED
Secondary number	
Fax number	
Email address	

3. Agent Details

Title	
First name	Paul
Surname	Moisan
Company name	Saunders Architects
Address line 1	Royal Mail House
Address line 2	Terminus Terrace
Address line 3	
Town/city	Southampton
Country	
Postcode	SO14 3FD
Primary number	REDACTED
Secondary number	REDACTED
Fax number	REDACTED
Email	REDACTED

4. 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).

Alterations to four listed buildings involving insertion of new windows, insertion of a new staircase, repairs and reinforcement of existing timber floors and roofs, removal of internal walls, forming openings in existing internal walls, erection of new internal partitions all as indicated on the drawings.
Extension of a listed building to create an office and warden's accommodation.
Erection of new building consisting of flats, offices and workshops, within the setting of a listed building.
Creation of new private gardens, separation of this part of the site from the wider University campus, creation of a shared landscaped courtyard, creation of areas for parking and storage for bins and cycles.

Has the development or work already been started without consent? ☒ Yes ☐ No

5. 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

6. Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building? ☐ Yes ☐ No

If Yes, which of the following does the proposal involve?

- a) Total demolition of the listed building ☐ Yes ☐ No
- b) Demolition of a building within the curtilage of the listed building ☐ Yes ☐ No
- c) Demolition of a part of the listed building ☐ Yes ☐ No

If the answer to c) is Yes

What is the total volume of the listed building?	1978.00
Cubic metres	
What is the volume of the part to be demolished?	18.00
Cubic metres	

What was the date (approximately) of the erection of the part to be removed?

Month	1
Year	1830

(Date must be pre-application submission)

Please provide a brief description of the building or part of the building you are proposing to demolish

67 & 69 Upper Bognor Road (UBR)- internal wall to WC to 69 UBR, 2 no airing cupboards in bedrooms, rotten timbers to first floors and roofs.
71 UBR - internal walls to external store in single storey element. New openings in internal walls to room 3 and 4, toilet and kitchen on ground floor and openings in internal walls to room 5 and room 9 on the first floor. Removal of external window to room 6 on the first floor.
Charlotte House (65 UBR) - Sections of external wall to north elevation for insertion of 2 new windows, section of first floor to west annexe to allow insertion of new staircase, internal wall to boiler room and WC, openings in internal walls to room 3 on the ground floor, internal walls to room 7 and airing cupboard, openings to internal wall to rooms 4, 5 and 6 on the first floor. All as shown on the drawings.

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

To create suitable layouts for modern dwellings.

7. Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building? ☐ Yes ☐ No

8. 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

8. Listed Building Alterations

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).

5557-001-D1, 5557-002-D1, 5557-003-D1, 5557-004-D1, 5557-005-D1, 5557-006-D1, 5557-007-D1, 5557-008-D1, 5557-009-D1, 5557-010-D1, 5557-011-D1, 5557-012-D1, 5557-100-D7, 5557-101-D2, 5557-102-D2, 5557-103-D2, 5557-109-D5, 5557-115-D1, 5557-116-D4, 5557-117-D3, 5557-120-D1, 5557-121-D1, 5557-122-D1

9. 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

Please add materials by using the dropdown list to select the type, clicking 'Add' and entering all the details in the popup box

Type	Existing materials and finishes	Proposed materials and finishes
External Walls	Off white render, brick/stone rubble, pale green painted render, knapped flint with red brick quoins, pebbledash	Off white render, red brick, knapped flint with red brick quoins
Roof covering	Natural slate and corrugated asbestos cement sheet	Natural slate
Chimney	Brick and render with terracotta pots	N/A
Windows	White painted timber sliding sashes and side hung casements	White painted timber sliding sashes and side hung casements
External Doors	White painted timber	White painted timber
Ceilings	Painted lath and plaster or plasterboard	Painted plasterboard
Internal Walls	Plaster and plasterboard, asbestos insulated board	Plaster and plasterboard
Rainwater goods	Black and white painted cast iron	Black and white painted cast iron
Boundary treatments (e.g. fences, walls)	Listed brick and unknapped flint walls, low modern brick, rendered brick and stone	Red rat-trap bond, painted metal estate railings, hedges, timber fences
Vehicle access and hard standing	Asphalt, flag paving, bare concrete	Asphalt, reinforced gravel, conservation flag paving
Internal Doors	Stained and painted timber	Painted timber

Are you submitting 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

5557-001-D1, 5557-002-D1, 5557-003-D1, 5557-004-D1, 5557-005-D1, 5557-006-D1, 5557-007-D1, 5557-008-D1, 5557-009-D1, 5557-010-D1, 5557-011-D1, 5557-100-D7, 5557-101-D2, 5557-102-D2, 5557-103-D2, 5557-109-D5, 5557-110-D6, 5557-111-D6, 5557-112-D4, 5557-113-D2, 5557-114-D2, 5557-115-D1, 5557-116-D4, 5557-117-D3, 5557-120-D1, 5557-121-D1, 5557-122-D1, Design and access statement

10. Site Area

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

3290.00

Unit

Sq. metres

11. Existing Use

Please describe the current use of the site

Dwelling houses (derelict), student accommodation, offices and workshops, soft landscaping

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.

11. Existing Use

- 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

12. 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

13. Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces? ☐ 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	0	18	18
Disability spaces	0	1	1
Cycle spaces	0	20	20

14. 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.

5557-010-D1, 5557-100-D7

15. 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

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

15. Assessment of Flood Risk

How will surface water be disposed of?

☐ Sustainable drainage system

☐ Existing water course

☐ Soakaway

☐ Main sewer

☐ Pond/lake

16. 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'.

17. 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

18. Waste Storage and Collection

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

☐ Yes ☐ No

If Yes, please provide details:

Bin stores with space for refuse and recycling bins as shown on drawings 5557-100-D7 and 5557-114-D2

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

☐ Yes ☐ No

If Yes, please provide details:

Bin stores with space for refuse and recycling bins as shown on drawings 5557-100-D7 and 5557-114-D2

19. Residential/Dwelling Units

Please note: This question has been updated to include the latest information requirements specified by government. Applications created before 23 May 2020 will not have been updated. please read the 'Help' to see details of how to workaround this issue.

19. Residential/Dwelling Units

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

Please select the proposed housing categories that are relevant to your proposal.

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

Add 'Market Housing - Proposed' residential units

Market Housing - Proposed						
	Number of bedrooms					
	1	2	3	4+	Unknown	Total
Houses	0	4	0	0	0	4
Flats/Maisonettes	5	1	0	0	0	6
Total	5	5	0	0	0	10

Please select the existing housing categories that are relevant to your proposal.

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

Add 'Market Housing - Existing' residential units

Market Housing - Existing						
	Number of bedrooms					
	1	2	3	4+	Unknown	Total
Houses	0	2	0	0	0	2
Total	0	2	0	0	0	2

Total proposed residential units	10
Total existing residential units	2
Total net gain or loss of residential units	8

20. All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? ☒ Yes ☐ No
Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

Please add details of the Use Classes and floorspace.

Following changes to Use Classes on 1 September 2020: The list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these or any 'Sui Generis' use, select 'Other' and specify the use where prompted. Multiple 'Other' options can be added to cover each individual use. View further information on Use Classes.

20. All Types of Development: Non-Residential Floorspace

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 Class E(g) & E(d) - Offices and workshops	193	193	207	14
Other Sui generis	189	189	0	-189
Total	382	382	207	-175

Loss or gain of rooms

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

21. Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees? ☒ Yes ☐ No

Existing Employees

Please complete the following information regarding existing employees:

Full-time	0
Part-time	0
Total full-time equivalent	0.00

Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time	
Part-time	
Total full-time equivalent	3.00

22. Hours of Opening

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

Please add details of the of the Use Classes and hours of opening for each non-residential use proposed.

Following changes to Use Classes on 1 September 2020: The list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these or any 'Sui Generis' use, select 'Other' and specify the use where prompted. Multiple 'Other' options can be added to cover each individual use. View further information on Use Classes.

If you do not know the hours of opening, select the Use Class and tick 'Unknown' in the popup box.

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Unknown
Other Class E(g) and E(d) - offices and workshops	Start Time: End Time:	Start Time: End Time:	Start Time: End Time:	X

23. Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes? ☒ Yes ☐ No

23. Industrial or Commercial Processes and Machinery

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

24. Hazardous Substances

Does the proposal involve the use or storage of any hazardous substances?

☐ Yes ☐ No

25. Trade Effluent

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

☐ Yes ☐ No

26. 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

27. 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	Amy
Surname	Myer
Reference	PAA/63/21/

Date (Must be pre-application submission)

25/06/2021

Details of the pre-application advice received

Pre-application advice and subsequent emails

28. 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.

☐ Yes ☐ No

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?

29. 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 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

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; or
- ☒ The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.

*** 'owner' is a person with a freehold interest or leasehold interest with at least 7 years 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	University of Chichester
Number	
Suffix	
House Name	
Address line 1	Bishop Otter Campus
Address line 2	College Lane
Town/city	Chichester
Postcode	PO19 6PE
Date notice served (DD/MM/YYYY)	29/10/2021

Person role

- ☒ The applicant
- ☒ The agent

Title	
First name	Paul
Surname	Moisan
Declaration date	29/10/2021

☒ Declaration made

30. 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) 29/10/2021