

**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. Applicant Name, Address and Contact Details

Title:		First name:		Surname:	
Company name:	CS Property and Copnsultancy Ltd				
Street address:	c/o David Bennett Architects			Country Code	National Number
	The Old Cottage	Telephone number:			Extension Number
	10 Vicarage Lane	Mobile number:			
Town/City:	Bognor Regis	Fax number:			
County:	West Sussex	Email address:			
Country:					
Postcode:	PO22 7EA				

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

2. Agent Name, Address and Contact Details

Title:		First Name:	David	Surname:	Bennett
Company name:	David Bennett Architects				
Street address:	The Old Cottage			Country Code	National Number
	10 Vicarage Lane	Telephone number:			Extension Number
	Felpham	Mobile number:			
Town/City:	Bognor Regis	Fax number:			
County:	West Sussex	Email address:			
Country:	United Kingdom				
Postcode:	PO22 7EA				

3. Description of Proposed Works

Please describe details of the proposed development or works including details of proposals to alter, extend or demolish the listed building(s):

Conversion of existing listed building currently vacant to provide 4 no flats, demolition of single storey building at rear and construction of single storey extension and separate 2 storey building to provide 5 no flats

Has the development or work(s) already started? ☐ Yes ☒ No

4. Site Address Details

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

House:		Suffix:	
House name:			
Street address:	Chichester Road		
	Bersted		
Town/City:	Bognor Regis		
County:			
Postcode:	PO21 5BP		

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

Easting:	491727
Northing:	101413

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:	Mrs	First name:	Susan	Surname:	Leeson
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Reference:

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

Details of the pre-application advice received:

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

If Yes, please provide details:

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

☒ Yes ☐ No

If Yes, please provide details:

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. Demolition

Does the proposal include total or partial demolition of a listed building?

☐ Yes ☒ No

10. Listed building alterations

Do the proposed works include alterations to a listed building?

☒ Yes☐ No

If Yes, will there be works to the interior of the building?

☒ Yes☐ No

Will there be works to the exterior of the building?

☒ Yes☐ No

Will there be works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?

☐ Yes☒ No

Will there be stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?

☒ Yes☐ No

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, and the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

State references for these plan(s)/drawing(s):

Drawings 11332.01 to 09 inclusive

11. Listed Building Grading

If known, 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

12. Immunity from Listing

Has a Certificate of Immunity from listing been sought in respect of this building?

☐ Yes☒ No

13. 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	8	10	2
Light goods vehicles/public carrier vehicles	0	0	0
Motorcycles	0	0	0
Disability spaces	0	0	0
Cycle spaces	0	9	9
Other (e.g. Bus)	0	0	0
Short description of Other			

14. Materials

Please provide a description of existing and proposed materials and finishes to be used in the build (demolition excluded):

External walls- add description

Description of *existing* materials and finishes:

Painted stucco, ground floor rusticated

Description of *proposed* materials and finishes:

Existing building maintained, extension and separate building painted render with projecting plinth and string course

Roof covering- add description

Description of *existing* materials and finishes:

Natural slate with lead covered hips and ridges

Description of *proposed* materials and finishes:

As existing, flat roof section over single storey extension lead covered

Chimney - add description

Description of *existing* materials and finishes:

Rendered stacks to southeast, southwest and northwest areas of existing building, with clay pots above

Description of *proposed* materials and finishes:

As existing

Windows- add description

Description of *existing* materials and finishes:

Single glazed softwood framed sliding sashes

Description of *proposed* materials and finishes:

Double glazed softwood sliding sashes

14. Materials(continued)

External doors - add description

Description of existing materials and finishes:

6 panel hardwood door to main entrance

Description of proposed materials and finishes:

As existing, hardwood framed glazed doors to rear of main building, entrance to single storey extension and separate building (Coach House), pairs of similar doors to ground floor flats in new building

Ceilings - add description

Description of existing materials and finishes:

Manor House ceilings lath and plaster with moulded cornices

Description of proposed materials and finishes:

Existing to be maintained and extended where new walls inserted, separate building plasterboard and skim and coving

Internal walls - add description

Description of existing materials and finishes:

Main walls brick with lath and plaster finishes, remainder studwork with lath and plaster finishes

Description of proposed materials and finishes:

As existing, new walls plasterboard and skim coat

Floors - add description

Description of existing materials and finishes:

Plain edge boarding on timber joists

Description of proposed materials and finishes:

Existing to be retained with insulation in all voids, new build concrete floors with screeded finish

Internal doors - add description

Description of existing materials and finishes:

4 panel doors

Description of proposed materials and finishes:

4 panel doors to match existing

Rainwater goods - add description

Description of existing materials and finishes:

Cast iron ogee moulded on wrought iron brackets to Manor House

Description of proposed materials and finishes:

Existing to be retained, new work to be aluminium to similar profile

Boundary treatments - add description

Description of existing materials and finishes:

Flint wall to main frontage, brick wall with timber panel fence above to western boundary, full height woven panel fencing elsewhere

Description of proposed materials and finishes:

Timber panel fence above brick wall to be removed, remainder retained as existing

Vehicle access and hard standing - add description

Description of existing materials and finishes:

Tarmac finish access drive from Gordon Avenue leading to tarmac finish hardstanding

Description of proposed materials and finishes:

Existing to be retained

Lighting - add description

Description of existing materials and finishes:

None

Description of proposed materials and finishes:

Wall mounted half lanterns adjacent to all entrance doors

Others - add description

Other

None

Description of existing materials and finishes:

None

Description of proposed materials and finishes:

None

Are you supplying additional information on submitted drawings or plans?

☒ Yes ☐ No

If Yes, please state plan(s)/ drawing(s) references:

11332/01 to 11332/09 inclusive

15. Foul Sewage

Please state how foul sewage is to be disposed of:

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

Other

Are you proposing to connect to the existing drainage system? ☐ Yes ☐ No ☒ Unknown

16. 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	

17. 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

18. Existing Use

Please describe the current use of the site:

Vacant

Is the site currently vacant? ☒ Yes ☐ No

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

House in multiple occupation (11 bedrooms)

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

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

19. 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'.

20. Trade Effluent

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

☐ Yes ☒ No

21. Residential Units

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

Market Housing - Proposed

	Number of bedrooms				
	1	2	3	4+	Unknown
Houses					
Flats/Maisonettes	9				
Live-Work units					
Cluster flats					
Sheltered housing					
Bedsit/Studios					
Unknown					

Proposed Market Housing Total 9

Market Housing - Existing

	Number of bedrooms				
	1	2	3	4+	Unknown
Houses					
Flats/Maisonettes					
Live-Work units					
Cluster flats					
Sheltered housing					
Bedsit/Studios					
Unknown					

Existing Market Housing Total 0

Overall Residential Unit Totals

Total proposed residential units	9
Total existing residential units	0

22. All Types of Development: Non-residential Floorspace

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

Use class/type of use		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)
A1	Shops Net Tradable Area	0.0	0.0	0.0	0.0
A2	Financial and professional services	0.0	0.0	0.0	0.0
A3	Restaurants and cafes	0.0	0.0	0.0	0.0
A4	Drinking establishments	0.0	0.0	0.0	0.0
A5	Hot food takeaways	0.0	0.0	0.0	0.0
B1 (a)	Office (other than A2)	0.0	0.0	0.0	0.0
B1 (b)	Research and development	0.0	0.0	0.0	0.0
B1 (c)	Light industrial	0.0	0.0	0.0	0.0
B2	General industrial	0.0	0.0	0.0	0.0
B8	Storage or distribution	0.0	0.0	0.0	0.0
C1	Hotels and halls of residence	0.0	0.0	0.0	0.0
C2	Residential institutions	268.0	268.0	0.0	-268.0
D1	Non-residential institutions	0.0	0.0	0.0	0.0
D2	Assembly and leisure	0.0	0.0	0.0	0.0
Other	Please Specify	0.0	0.0	0.0	0.0
Total		268.0	268.0	0.0	-268.0

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

Use Class	Types of use	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	Net additional rooms
C2	Residential institutions	11	0	-11

23. 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

24. Hours of Opening

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

Use	Monday to Friday		Saturday		Sunday and Bank Holidays		Not Known
	Start Time	End Time	Start Time	End Time	Start Time	End Time	

25. Site Area

What is the site area?

936

sq.metres

26. 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:

None

Is the proposal for a waste management development?

☐ Yes ☒ No

27. Hazardous Substances

Is any hazardous waste involved in the proposal?

☐ Yes ☒ No

28. 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

29. Certificates (Certificate A)

Certificate Of Ownership - Certificate A
Certificate under Article 12 – Town and Country Planning (Development Management Procedure) (England)
Order 2010 & Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

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 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 (*"agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act*).

Title: First name: Surname:

Person role: Declaration date: ☒ 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