



Arun District Council  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF  
Tel: 01903 737756  
[www.arun.gov.uk](http://www.arun.gov.uk)

## Application for Planning Permission

### Town and Country Planning Act 1990 (as amended)

#### 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.

## Site Location

**Disclaimer:** We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

67, 69 and 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)

Northing (y)

Description

## Applicant Details

### Name/Company

Title

Mr

First name

K

Surname

Fox

Company Name

KJ Fox Ltd

### Address

Address line 1

1 & 2 Place St Maur Des Fosses

Address line 2

Belmont Street

Address line 3

Town/City

Bognor Regis

County

West Sussex

Country

Un

Postcode

PO21 1BJ

Are you an agent acting on behalf of the applicant?

Yes  
 No

### Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

## Agent Details

Name/Company

Title

Mr

First name

Phil

Surname

Brown

Company Name

Sloane and Brown Ltd

## Address

Address line 1

Unit 3B Woodhorn Business Centre

Address line 2

Woodhorn Lane

Address line 3

Oving

Town/City

Chichester

County

Country

Postcode

PO20 2BX

# Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

## Site Area

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

2462.00

Unit

Sq. metres

## 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 any change of use

Alterations to three listed buildings, extension of a listed building to create an office and warden's accommodation, erection of new building consisting of 3 No. flats, offices and workshops; creation of new private gardens, separation of this part of the site from the wider University campus, creation of a shared landscaped courtyard, areas for parking, and storage for bins and cycles.

Has the work or change of use already started?

Yes  
 No

If yes, please state the date when the work or change of use started (date must be pre-application submission)

15/03/2023

Has the work or change of use been completed?

Yes  
 No

02/09/2024

## Existing Use

Please describe the current use of the site

Residential - as approved by previous consents

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

## Materials

Does the proposed development require any materials to be used externally?

Yes  
 No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

**Type:**

Walls

**Existing materials and finishes:**

Render, brick / stone rubble, knapped flint with brick quoins, pebbledash

**Proposed materials and finishes:**

Render, brick / stone rubble, knapped flint with brick quoins

**Type:**

Roof

**Existing materials and finishes:**

Natural slate

**Proposed materials and finishes:**

Natural slate

**Type:**

Other

**Other (please specify):**

Chimney

**Existing materials and finishes:**

Brick and render with terracotta pots

**Proposed materials and finishes:**

As existing

**Type:**

Windows

**Existing materials and finishes:**

Painted timber sashes and side hung casements

**Proposed materials and finishes:**

Painted timber sashes and side hung casements

**Type:**

Doors

**Existing materials and finishes:**

Painted timber

**Proposed materials and finishes:**

Painted timber

**Type:**

Other

**Other (please specify):**

Rainwater goods

**Existing materials and finishes:**

Painted cast iron

**Proposed materials and finishes:**

Painted cast iron and powder coated aluminium

**Type:**

Boundary treatments (e.g. fences, walls)

**Existing materials and finishes:**

Brick and flint walls, render brick and stone walls

**Proposed materials and finishes:**

As existing plus painted metal estate fencing, hedges and timber fencing (as already installed)

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

As listed on covering letter

## 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

## Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

Yes  
 No

**Vehicle Type:**

Cycle spaces

**Existing number of spaces:**

8

**Total proposed (including spaces retained):**

8

**Difference in spaces:**

0

**Vehicle Type:**

Cars

**Existing number of spaces:**

15

**Total proposed (including spaces retained):**

15

**Difference in spaces:**

0

## 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

## 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

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

## 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

### Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

## Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in [Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 \(as amended\)](#)) would apply?

Yes

No

Biodiversity net gain has been introduced as a general condition for planning permission. As set out in [The Environment Act 2021](#): "grants of planning permission in England [are] to be subject to a condition to secure that the biodiversity gain objective is met". Therefore, in England, all planning permissions are generally subject to biodiversity gain rules, unless they are specifically exempt or out of scope.

If you have stated that the biodiversity net gain requirement does not apply to your application you must provide the reason(s) why, and may also need to supply evidence (especially where you believe the application is eligible for the 'de minimis' exemption).

**Reason biodiversity net gain does not apply:**

Retrospective planning permission

**Please justify the reason why biodiversity net gain does not apply:**

The application is for a scheme that has already been built

Note: Please read the help text for further information why developments may be exempt or not in scope.

## 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 and state the plan(s)/drawing(s) references

As detailed on relevant drawings and other information

## 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

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

- Yes
- No

If Yes, please provide details:

Bin stores have adequate space for normal refuse and recycling.

## Trade Effluent

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

Yes  
 No

## Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

Yes  
 No

**Please note: This question is based on the current housing categories and types specified by government.**

If your application was started before 23 May 2020, the categories and types shown in this question will now have changed. We recommend that you review any information provided to ensure it is correct before the application is submitted.

## Proposed

Please select the housing categories that are relevant to the proposed units

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

# Market Housing

Please specify each type of housing and number of units proposed

**Housing Type:**

Houses

**1 Bedroom:**

0

**2 Bedroom:**

2

**3 Bedroom:**

0

**4+ Bedroom:**

0

**Unknown Bedroom:**

0

**Total:**

2

**Housing Type:**

Flats / Maisonettes

**1 Bedroom:**

3

**2 Bedroom:**

1

**3 Bedroom:**

0

**4+ Bedroom:**

0

**Unknown Bedroom:**

0

**Total:**

4

Proposed Market Housing Category Totals	1 Bedroom Total	2 Bedroom Total	3 Bedroom Total	4+ Bedroom Total	Unknown Bedroom Total	Total
	3	3	0	0	0	6

## Existing

Please select the housing categories for any existing units on the site

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

# Market Housing

Please specify each existing type of housing and number of units on the site

**Housing Type:**

Houses

**1 Bedroom:**

0

**2 Bedroom:**

2

**3 Bedroom:**

0

**4+ Bedroom:**

0

**Unknown Bedroom:**

0

**Total:**

2

Existing Market Housing Category Totals	1 Bedroom Total	2 Bedroom Total	3 Bedroom Total	4+ Bedroom Total	Unknown Bedroom Total	Total
	0	2	0	0	0	2

## Totals

Total proposed residential units	6
Total existing residential units	2
Total net gain or loss of residential units	4

## All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

Yes

No

**Use Class:**

Other (Please specify)

**Other (Please specify):**

Offices and workshops

**Existing gross internal floorspace (square metres) (a):**

193

**Gross internal floorspace to be lost by change of use or demolition (square metres) (b):**

193

**Total gross new internal floorspace proposed (including changes of use) (square metres) (c):**

207

**Net additional gross internal floorspace following development (square metres) (d = c - a):**

14

**Use Class:**

Other (Please specify)

**Other (Please specify):**

Sui generis

**Existing gross internal floorspace (square metres) (a):**

189

**Gross internal floorspace to be lost by change of use or demolition (square metres) (b):**

189

**Total gross new internal floorspace proposed (including changes of use) (square metres) (c):**

0

**Net additional gross internal floorspace following development (square metres) (d = c - a):**

-189

Totals	Existing gross internal floorspace (square metres) (a)	Gross internal floorspace to be lost by change of use or demolition (square metres) (b)	Total gross new internal floorspace proposed (including changes of use) (square metres) (c)	Net additional gross internal floorspace following development (square metres) (d = c - a)
	382	382	207	-175

**Tradable floor area**

Does the proposal include use as a shop (e.g. For the display/sale of goods under Use Class E(a), the sale of essential goods under Use Class F2, or as part of any other use)

Yes  
 No

**Loss or gain of rooms**

Does the proposal include loss or gain of rooms for hotels, residential institutions, or hostels?

Yes  
 No

**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

2

Part-time

0

Total full-time equivalent

2.00

## Proposed Employees

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

Full-time

2

Part-time

0

Total full-time equivalent

2.00

## Hours of Opening

Are Hours of Opening relevant to this proposal?

Yes  
 No

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

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

**Use Class:**

E(g)(i) - Offices - Except where not suitable in a residential area

**Unknown:**

Yes

## Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

Yes  
 No

Is the proposal for a waste management development?

Yes  
 No

## Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

Yes  
 No

## 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

## 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 (must be pre-application submission)

Details of the pre-application advice received

## 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.

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?

Yes  
 No

## Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

Yes  
 No

Is any of the land to which the application relates part of an Agricultural Holding?

Yes  
 No

### Certificate Of Ownership - Certificate A

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\* 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\*\*

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

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

**NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.**

Person Role

The Applicant  
 The Agent

Title

Mr

First Name

Phil

Surname

Brown

Declaration Date

20/01/2026

Declaration made

## Declaration

I/We hereby apply for Full planning permission as described in the questions answered, details provided, 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.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

I / We agree to the outlined declaration

Signed

Phil Brown

Date

20/01/2026