



Arun District Council
 Maltravers Road
 Littlehampton
 West Sussex BN17 5LF
 Tel: 01903 737756
www.arun.gov.uk

Application to determine if prior approval is required for a proposed: Change of Use from Takeaways, Betting Offices, Pay Day Loan Shops or Launderettes (Sui Generis Uses); or a Mixed Use combining use as a Dwellinghouse (Use Class C3) with a Betting Office, Pay Day Loan Shop or Launderette (Sui Generis Uses); to Dwellinghouses (Use Class C3), and for building operations reasonably necessary for the conversion

The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class M

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	78
Suffix	
Property Name	
Address Line 1	Aldwick Road
Address Line 2	
Address Line 3	West Sussex
Town/city	Bognor Regis
Postcode	PO21 2PE

Description of site location must be completed if postcode is not known:

Description of site location must be completed if postcode is not known.

Easting (x)

492698

Northing (y)

98823

Description

Applicant Details

Name/Company

Title

Mr

First name

Gary

Surname

Jones

Company Name

Address

Address line 1

78 Aldwick Road

Address line 2

Address line 3

Town/City

Bognor Regis

County

West Sussex

Country

Postcode

PO21 2PE

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

PO20 7EE

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Eligibility

This permitted development right was amended on 1 August 2021 to no longer include changes of use from shops and financial/professional services.

If your proposed change of use is from Use Class E (e.g. from shops or financial/professional services):

- You should not continue with this application as it will be refused by the Local Authority and you may not be eligible for a refund.
- There are now specific permitted development rights to cover changes of use from Use Class E (e.g. from shops; or financial/professional services) to Use Class C3 (dwellinghouses) that require a 'Prior Approval: Change of use - commercial/business/service to dwellinghouses' application.

If your proposed change of use is from a Sui Generis use (e.g. a takeaway; betting office; pay day loan shop; or launderette), then this type of application is still valid for eligible proposals.

Permitted development rights are subject to conditions set by legislation to ensure that only appropriate proposals are eligible. The need to apply to the Local Planning Authority to see if prior approval is required is one such condition.

The questions below will help determine if the proposals are eligible for this permitted development right.

Please note: Any new dwellinghouse will only be eligible for permitted development rights if it has a gross internal floor area of at least 37 square metres, and complies with the [nationally described space standard](#).

Was the use of the building on 20th March 2013 (or the last use before that date) one of the following:

- a betting office, pay day loan shop or launderette; or
- a mixed use combining use as a dwellinghouse with one of the above uses;
- a Hot Food Takeaway

☒ Yes

☐ No

Will the total combined floor space in the building (previously and in this proposal) changed to Class C3 (Dwellinghouses) exceed 150 square metres?

☐ Yes

☒ No

Will the external dimensions of the resulting building extend beyond the existing building at any point?

☐ Yes

☒ No

Is the building:

- in a conservation area;
- in an area of outstanding natural beauty;
- in an area specified by the Secretary of State for the purposes of enhancement and protection of the natural beauty and amenity of the countryside;
- in the Broads;
- in a National Park;
- in a World Heritage Site;
- in a site of special scientific interest;
- in a safety hazard area;
- in a military explosives storage area;
- a listed building; or
- a scheduled monument.

☐ Yes

☒ No

Description of Proposed Works, Impacts and Risks

Please describe the proposed development, including (from 1 August 2020) details on the provision of adequate natural light in all habitable rooms of the dwellinghouses

Proposed studio apartment to the rear of existing commercial unit, and modernising existing shop front

Are any associated building works or other operations required to make this change?

Note that such works are restricted to those reasonably necessary to convert the building for use as a dwellinghouse (including partial demolition).

☒ Yes

☐ No

If yes, please provide details of the design and external appearance of the building in regard to these building works or other operations (including partial demolition)

partition wall between studio and commercial unit

What will be the net increase in dwellinghouses?

This figure should be the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses on the site immediately prior to the development.

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

n/a

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

n/a

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; or
- is in an area with critical drainage problems (such areas will have been notified to the Local Planning Authority by the Environment Agency).

[Check if your site location is in Flood Zone 2 or 3 online.](#)

Check with your Local Planning Authority to see if your site is in an area with critical drainage problems.

n/a

If the building's current use is a Launderette, please provide details of the impact on the adequate provision of local services based on the loss of the Launderette.

For example:

- Would there be a reasonable prospect of the building being used as a Launderette going forward?
- Would unique Launderette facilities be lost from the area if the use is changed?

n/a

(Please note that legislative changes on 1 August 2021 reduced the scope of this question to be specific to Launderettes. Answer the question 'Not relevant' if this is not the current use of the building)

Declaration

I/We hereby apply for Prior Approval: Change of use - takeaway/sui generis/mixed use to dwellinghouses 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

Jack Dowling

Date

01/05/2026