

Application for Planning Permission and consent to display advertisement(s).
Town and Country Planning Act 1990
Town and Country Planning (Control of Advertisement) Regulations 2007

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	26
Suffix	
Property name	
Address line 1	Felpham Road
Address line 2	
Address line 3	
Town/city	Felpham
Postcode	PO22 7AZ
Description of site location must be completed if postcode is not known:	
Easting (x)	494848
Northing (y)	99518
Description	

2. Applicant Details

Title	Ms
First name	Charlotte
Surname	George
Company name	
Address line 1	9 Grassmere Close
Address line 2	
Address line 3	
Town/city	Felpham

2. Applicant Details

Country	
Postcode	PO22 7NU
Are you an agent acting on behalf of the applicant?	
☒ Yes ☐ No	
Primary number	
Secondary number	
Fax number	
Email address	

3. Agent Details

Title	Mr
First name	Simon
Surname	Binns
Company name	Bayside Architectural Design Ltd
Address line 1	19 Pyrford Close
Address line 2	
Address line 3	
Town/city	Bognor Regis
Country	
Postcode	PO21 3NL
Primary number	
Secondary number	
Fax number	
Email	

4. Site Area

What is the measurement of the site area? (numeric characters only).	106.00
Unit	Sq. metres

5. 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.

5. Description of the Proposal

Changing retail shop unit to a cafe which involves the installation of external new kitchen extract duct, bifold doors and new front facade signage.

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)
DD/MM/YYYY

01/11/2021

Has the work or change of use been completed?

☐ Yes ☒ No

6. Existing Use

Please describe the current use of the site

Retail unit

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 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):

Other Signage

Description of existing materials and finishes (optional):

Description of proposed materials and finishes:

coloured perspex - (white and yellow)

Doors

Description of existing materials and finishes (optional):

glazed aluminium

Description of proposed materials and finishes:

double glazed aluminium bifold

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

Design and Access Statement, 052/PL-01 - PL-04, SU-01 & SU-02

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

8. Pedestrian and Vehicle Access, Roads and Rights of Way

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

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces? ☐ Yes ☐ No

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? (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

How will surface water be disposed of?

☐ Sustainable drainage system

☐ Existing water course

☐ Soakaway

☐ Main sewer

☐ Pond/lake

12. 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:

12. Biodiversity and Geological Conservation

- ☐ 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.

052/PL-03

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:

Bins will be collected weekly by contractor Viola - there will be 3 bins one for general waste one for recycling and one for glass , they will be situated to the left of the building alongside the adjacent shop unit - dog groomers bin. This is a communal area for the shops as shown on site plan drawing.

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

☐ Yes ☐ No

If Yes, please provide details:

Bins will be collected weekly by contractor Viola - there will be 3 bins one for general waste one for recycling and one for glass , they will be situated to the left of the building alongside the adjacent shop unit - dog groomers bin. This is a communal area for the shops as shown on site plan drawing.

15. Trade Effluent

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

☐ Yes ☐ No

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste

Bins will be collected weekly by contractor Viola - there will be 3 bins one for general waste one for recycling and one for glass.

16. 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.

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

☐ Yes ☐ No

18. 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

18. Employment

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	0
Part-time	5
Total full-time equivalent	2.50

19. 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 Cafe	Start Time: 08:00 End Time: 16:00	Start Time: 08:00 End Time: 16:00	Start Time: 08:00 End Time: 16:00	
Other Class E Cafe	Start Time: 18:00 End Time: 23:00	Start Time: 18:00 End Time: 23:00	Start Time: End Time:	

20. 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

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

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

☐ Yes ☒ No

22. Type of Proposed Advertisement(s)

Please describe the proposed advertisement(s)

Cafe name on front road facade of building

Please select the type(s) of advertising you are proposing:

- ☒ Fascia sign(s)
☐ Projecting or hanging sign(s)
☐ Hoarding(s)
☐ Other type(s)

22. Type of Proposed Advertisement(s)

Please add details of each proposed fascia sign

Fascia sign(s): 1	
What is the height from the ground to the base of the advertisement?	2.55 metre(s)
What is the maximum projection of the advertisement from face of building?	0.01 metre(s)
Dimension:	Height: 1 x Width: 1 x Depth: 1 metre(s)
What materials will the sign be made of? perspex	
What is the maximum height of any of the individual letters and symbols?	60 cm
The colour of text and background white and yellow text on grey painted wall	
Will the sign be illuminated?	Yes
Will the sign be illuminated internally or externally?	Externally Illuminated
Illuminance levels	300 cd/m2
Will the illumination be static or intermittent?	Intermittent

23. Location of Advertisement(s)

Is the advertisement(s) you are applying for already in place? ☐ Yes ☒ No

Is an existing advertisement(s) to be removed and replaced by the advertisement(s) in this proposal? ☒ Yes ☐ No ☐ Not Applicable

If Yes to either or both the questions above, please show the existing sign(s) on an elevation drawing or photograph which can be uploaded to the Supporting Documents section of this application. Please state the references or filenames of the drawing(s) or photograph(s) in this text box

Signs from previous shop use were removed by landlord prior to unit being rented - Oldcorn signage

Will the proposed advertisement(s) project over a footpath or other public highway? ☐ Yes ☒ No

24. Advertisement(s) Period

Please state the period of time for which consent is sought for the advertisement

From	20/12/2021
To	20/12/2026

25. 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

26. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? ☐ Yes ☒ No

26. Pre-application Advice

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	Ms
First name	Maria
Surname	Tomalova
Reference	PAA/110/21

Date (Must be pre-application submission)

04/10/2021

Details of the pre-application advice received

Full planning application for extractor system and clarify exact use class.

27. 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?

28. Interest In the Land

Does the applicant own the land or buildings where the adverts are to be placed?

☐ Yes ☐ No

If No, has the permission of the owner or any other person entitled to give permission for the display of an advertisement been obtained?

☐ Yes ☐ No

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

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

29. Ownership Certificates and Agricultural Land Declaration

Name of Owner/Agricultural Tenant	Mrs Judy Oldcorn
Number	
Suffix	
House Name	Brickfields
Address line 1	Hoe Lane
Address line 2	Flansham
Town/city	Bognor Regis
Postcode	PO22 8NW
Date notice served (DD/MM/YYYY)	15/11/2021

Person role

- ☐ The applicant
☒ The agent

Title	Mr
First name	Simon
Surname	Binns
Declaration date (DD/MM/YYYY)	15/11/2021

☒ 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)	15/11/2021
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