



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

Application for Planning Permission; Consent to Display an Advertisement(s)

Town and Country Planning Act 1990 (as amended); Town and Country Planning (Control of Advertisement) (England) Regulations 2007 (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	<input type="text" value="43"/>
Suffix	<input type="text"/>
Property Name	<input type="text"/>
Address Line 1	<input type="text" value="High Street"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text" value="West Sussex"/>
Town/city	<input type="text" value="Littlehampton"/>
Postcode	<input type="text" value="BN17 5EJ"/>

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

Easting (x)	<input type="text" value="502799"/>	Northing (y)	<input type="text" value="102138"/>
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Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

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

Contact Details

Primary number

**** REDACTED ****

Secondary number

Fax number

Email address

**** REDACTED ****

Site Area

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

131.00

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

The proposal involves the fit-out of a currently vacant property to accommodate a community Banking Hub branch. Internally, existing finishes will be removed, with new flooring finishes, ceiling finishes, and partition walls installed. Externally, the entrance door, shopfront windows, stall risers and side window will be replaced to accommodate double glazing, a new vinyl wrapped composite ACM panel will be fixed to the frontage fascia in RAL 7021 black / grey for placement of new advertisement signage fascia and an ATM will be integrated into the right-hand window. On the side elevation within the external courtyard, one aperture will be filled in, two new openings will be created in the external wall to accommodate louvres and the existing condenser unit located on the flat roof will be replaced with a new condenser in the same location. The advertisements inside the shopfront window will include two posters (one marketing and one full service directory), a suspended directory of services, and on the inside of the entrance door signs include an opening hours sign, CCTV sign and a DDA compliance sign. Externally, advertisement will include a Banking Hub fascia sign and a Banking Hub projecting sign both with Post Office Logos.

Has the work or change of use already started?

Yes

No

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

Previously operating as a retail unit under the name of "Allsorts Airsoft".

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

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:

Other

Other (please specify):

Louvre

Existing materials and finishes:

Side elevation facing into external courtyard is brick masonry construction.

Proposed materials and finishes:

Installation of two proposed louvres on the side (West-Northwest) elevation within the external courtyard, each 438mm x 338mm. Metal - grey finish.

Type:

Other

Other (please specify):

Signage - Fascia

Existing materials and finishes:

No existing signage.

Proposed materials and finishes:

Banking Hub lettering in white acrylic (Perspex 069). Post office logo in white acrylic (Perspex 069) with digitally printed vinyl red finish (Pantone 186) applied to face.

Type:

Other

Other (please specify):

Signage - Projecting Sign

Existing materials and finishes:

No existing signage.

Proposed materials and finishes:

Branded Projecting Signage - Fabricated steel welded projecting saddle bracket finished in RAL 7021 matt. 18mm Marine ply panel finished RAL 7021 with white (Perspex 069) vinyl lettering and post office Logo in red (Pantone 186).

Type:

Other

Other (please specify):

Condenser

Existing materials and finishes:

Existing condenser on flat roof above demise

Proposed materials and finishes:

Located on the flat roof above the demise (same as existing), plastic and metal - Light Grey CDN01 - Mitsubishi Electric (Equal or Approved) - MXZ-2F53VF3

Type:

Other

Other (please specify):

External ATM

Existing materials and finishes:

No existing ATM

Proposed materials and finishes:

Mixture of metals, plastic and glass

Type:

Doors

Existing materials and finishes:

Main Entrance - White painted, wooden double door set with glazing panels.

Proposed materials and finishes:

Main Entrance - New single door painted RAL 7021 black / grey with double glazed panels

Type:

Windows

Existing materials and finishes:

Single glazed shopfront glazing,

Proposed materials and finishes:

Double glazed shopfront glazing for security purposes, new framing and stall risers. Configuration of windows to match as closely as possible to the existing window configuration.

Type:

Other

Other (please specify):

Automatic door push pad

Existing materials and finishes:

No existing door push pad

Proposed materials and finishes:

Automatic door push pad stainless steel with DDA symbol and lettering

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

110100 - SITE BLOCK PLAN PLANNING,
110101 - SITE LOCATON PLAN PLANNING,
110102 - EXISTING LAYOUT PLANNING,
110103 - EXISTING ELEVATIONS PLANNING,
110104 - PROPOSED LAYOUT PLANNING,
110105 - PROPOSED ELEVATIONS,
110010 - DESIGN AND ACCESS STATEMENT PLANNING

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

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 the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The 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'.

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).

Please add all the reasons why biodiversity net gain does not apply and enter a justification for each one

Reason biodiversity net gain does not apply:

Development subject to the de minimis exemption (development below the threshold)

What best describes the size of your site?:

Over 25 square metres

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

The works within the leasehold red line boundary are that of an internal fit out, therefore external biodiversity cannot be gained

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

The property contains a mains drainage connection of which the proposed tenant 'Cash Access UK' will utilise. The existing SVP is indicated on the following drawings: 110102-Existing Layout and 110104-Proposed Layout

Waste Storage and Collection

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

- Yes
- No

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

- Yes
- No

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

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

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

3

Part-time

0

Total full-time equivalent

0.00

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.

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

Use Class:

E(c)(i) - Financial services

Unknown:

No

Monday to Friday:

Start Time:

09:00

End Time:

17:30

Saturday:

Start Time:

End Time:

Sunday / Bank Holiday:

Start Time:

End Time:

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

Type of Proposed Advertisement(s)

Please describe the proposed advertisement(s)

Proposed advertisements hung inside the shopfront window will include two posters (one marketing and one full service directory), suspended directory of services, and on the inside of the entrance door signs include an opening hours sign, CCTV sign and DDA compliance sign. Externally, advertisement will include a Banking Hub fascia sign and a Banking Hub projecting sign both with Post Office Logo.

Advertisement Type:

Fascia Sign

Height:

0.35 metres

Width:

3.37 metres

Depth:

0.05 metres

What is the height from the ground to the base of the advertisement?:

3.07 metres

What is the maximum projection of the advertisement from the face of the building?:

0.05 metres

What is the maximum height of any of the individual letters and symbols?:

30 centimetres

What materials will the advertisement be made of?:

Acrylic letters and Post Office logo

The colour of text and background:

Acrylic letters in white text and Post Office logo in white and red

Will the advertisement be illuminated?:

Advertisement Type:

Projecting or Hanging Sign

Height:

0.35 metres

Width:

0.6 metres

Depth:

0.06 metres

What is the height from the ground to the base of the advertisement?:

2.41 metres

What is the maximum projection of the advertisement from the face of the building?:

0.695 metres

What is the maximum height of any of the individual letters and symbols?:

9 centimetres

What materials will the advertisement be made of?:

Illuminated flat aluminium panels on aluminium box section painted to match RAL 7021 laser cut with rear mounted opal acrylic and trough lights.

The colour of text and background:

White vinyl text on Black Grey, RAL 7021 background

Will the advertisement be illuminated?:

Advertisement Type:

Other type

Height:

1.555 metres

Width:

0.6 metres

Depth:

0.065 metres

What is the height from the ground to the base of the advertisement?:

0.688 metres

What is the maximum projection of the advertisement from the face of the building?:

0 metres

What is the maximum height of any of the individual letters and symbols?:

7 centimetres

What materials will the advertisement be made of?:

Metal Frame to match RAL 7021. Changeable Graphics. Supported on Tension Cables.

The colour of text and background:

White lettering on black grey background, RAL 7021, with red and white post office logo

Will the advertisement be illuminated?:

Advertisement Type:

Other type

Height:

0.295 metres

Width:

0.21 metres

Depth:

0.01 metres

What is the height from the ground to the base of the advertisement?:

1.2 metres

What is the maximum projection of the advertisement from the face of the building?:

0.01 metres

What is the maximum height of any of the individual letters and symbols?:

1.3 centimetres

What materials will the advertisement be made of?:

Vinyl

The colour of text and background:

White lettering on black grey background, RAL 7021. Opening hours sign.

Will the advertisement be illuminated?:

Advertisement Type:

Other type

Height:

0.145 metres

Width:

0.145 metres

Depth:

0.01 metres

What is the height from the ground to the base of the advertisement?:

1.04 metres

What is the maximum projection of the advertisement from the face of the building?:

0.01 metres

What is the maximum height of any of the individual letters and symbols?:

1.8 centimetres

What materials will the advertisement be made of?:

Vinyl

The colour of text and background:

White lettering on black grey background, RAL 7021. CCTV sign.

Will the advertisement be illuminated?:

Advertisement Type:

Other type

Height:

0.21 metres

Width:

0.145 metres

Depth:

0.01 metres

What is the height from the ground to the base of the advertisement?:

0.8 metres

What is the maximum projection of the advertisement from the face of the building?:

0.01 metres

What is the maximum height of any of the individual letters and symbols?:

1.3 centimetres

What materials will the advertisement be made of?:

Vinyl

The colour of text and background:

White lettering on black grey background, RAL 7021. DDA sign.

Will the advertisement be illuminated?:**Advertisement Type:**

Other type

Height:

0.22 metres

Width:

0.59 metres

Depth:

0.33 metres

What is the height from the ground to the base of the advertisement?:

1.8 metres

What is the maximum projection of the advertisement from the face of the building?:

0.03 metres

What is the maximum height of any of the individual letters and symbols?:

5.2 centimetres

What materials will the advertisement be made of?:

Vinyl

The colour of text and background:

White lettering, Cash Access UK logo, Post Office logo on black background. ATM sign.

Will the advertisement be illuminated?:**Advertisement Type:**

Other type

Height:

0.915 metres

Width:

0.62 metres

Depth:

0.03 metres

What is the height from the ground to the base of the advertisement?:

1.04 metres

What is the maximum projection of the advertisement from the face of the building?:

0 metres

What is the maximum height of any of the individual letters and symbols?:

5.2 centimetres

What materials will the advertisement be made of?:

Metal Frame to match RAL 7021. Changeable graphics. Tension cables

The colour of text and background:

Light grey background, white and red text lettering, Banking Hub and Post Office logos

Will the advertisement be illuminated?:

Advertisement Type:

Other type

Height:

0.915 metres

Width:

0.62 metres

Depth:

0.03 metres

What is the height from the ground to the base of the advertisement?:

1.01 metres

What is the maximum projection of the advertisement from the face of the building?:

0 metres

What is the maximum height of any of the individual letters and symbols?:

5.2 centimetres

What materials will the advertisement be made of?:

Metal Frame to match RAL 7021. Changeable graphics. Tension cables

The colour of text and background:

Dark grey background, white lettering, Banking Hub and Post Office logos

Will the advertisement be illuminated?:

Please describe each of the 'Other type(s)' of advertising proposed

Other signs include directory of services, opening hours sign, CCTV sign, DDA compliance sign, ATM advertisement, marketing poster and full service directory poster.

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

Will the proposed advertisement(s) project over a footpath or other public highway?

Yes

No

Advertisement(s) Period

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

From Date

02/09/2025

To Date

02/09/2035

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

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

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

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

Can you give appropriate notice to all the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

- Yes
 No

Certificate Of Ownership - Certificate B

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 left 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:

***** REDACTED *****

House name:

Cornelius House

Number:

Suffix:

Address line 1:

178-180 Church Road

Address Line 2:

Hove

Town/City:

Hove

Postcode:

BN3 2DJ

Date notice served (DD/MM/YYYY):

16/06/2025

Person Family Name:

Person Role

The Applicant

The Agent

Title

First Name

Surname

Declaration Date

Declaration made

Declaration

I/We hereby apply for Full planning & display of advertisements 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

Date