

Application for Planning Permission. Town and Country Planning 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:	Mr	First name:	Mitul	Surname:	Patel		
Company name	Littlehampton Post Office						
Street address:	66 High Street			Country Code		National Number	
	Horsforth			Telephone number:			
Town/City	Littlehampton			Mobile number:			
County:	West Sussex			Fax number:			
Country:	United Kingdom			Email address:			
Postcode:	BN17 5EA						
Are you an agent acting on behalf of the applicant?							
				☒ Yes	☐ No		

2. Agent Name, Address and Contact Details

Title:	Mr	First Name:	Alex	Surname:	Sutherland		
Company name:	Image Works						
Street address:	77 Crown Street			Country Code		National Number	
	77			Telephone number:			
Town/City	Brentwood			Mobile number:			
County:	Essex			Fax number:			
Country:	United Kingdom			Email address:			
Postcode:	CM14 4BD						

3. Description of the Proposal

Please describe the proposed development including any change of use:

The old shopfront was removed and replaced with a new aluminium / glass front including automatic door. The automatic door was required to aid elderly persons entering the post office. The entire shopfront was set 1.2M behind the pavement line to avoid the door's sensor constantly opening the door when non-customers passed by. The resultant lobby that was created then required a roller shutter to keep persons from frequenting the lobby at night and either threatening the security of the post office or simply using the lobby for unsociable purposes.

Has the building, work or change of use already started?	☒ Yes ☐ No	If Yes, please state the date when the building, work, or use started:	28/02/2014
Has the building, work or change of use been completed?	☒ Yes ☐ No	If Yes, please state the date when the building, work, or change of use was completed:	21/03/2014

4. Site Address Details

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

House:	66	Suffix:	
House name:	Stead & Simpson Plc		
Street address:	High Street		
Town/City:	Littlehampton		
County:	West Sussex		
Postcode:	BN17 5EA		

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

Easting:	502823
Northing:	102099

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:	Mr	First name:	David	Surname:	Easton
Reference:	SPCO at Arun District Council				
Date (DD/MM/YYYY):	27/05/2014	(Must be pre-application submission)			

Details of the pre-application advice received:

Mr.Easton brought to our attention the fact that the roller shutter required planning permission. We did not realise this. Mr.Easton advised us to submit an application. Unfortunately, I was away on other business for some time afterwards and the application did not get submitted.

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

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

☐ Yes ☒ No

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. Materials

Please state what materials (including type, colour and name) are to be used externally (if applicable):

Windows- description:

Description of *existing* materials and finishes:

Painted timber shopfront; rotten in several places.

Description of *proposed* materials and finishes:

Powder coated aluminium framed glass shopfront with sliding door.

9. (Materials continued)

Are you supplying additional information on submitted plan(s)/drawing(s)/ design and access statement?

☒ Yes ☐ No

If Yes, please state references for the plan(s)/drawing(s)/ design and access statement:

Before Photo

After Photo

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

11. 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

12. 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

13. 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

14. Existing Use

Please describe the current use of the site:

Littlehampton Post Office

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

15. 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'.

16. Trade Effluent

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

Yes

No

17. Residential Units

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

Yes

No

18. All Types of Development: Non-residential Floorspace

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

Yes

No

19. Employment

If known, please complete the following information regarding employees:

	Full-time	Part-time	Equivalent number of full-time
Existing employees	2	1	0
Proposed employees	5	7	0

20. Hours of Opening

If known, please state the hours of opening (e.g. 15:30) 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	
A1							☒
A2							☒
A3							☒
A4							☒
A5							☒
B1A							☒
B1B							☒
B1C							☒
B2							☒
B8							☒
C1							☒
C2							☒
D1							☒
D2							☒
Other							☒

21. Site Area

What is the site area?

05.76

sq.metres

22. 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:

The site combines an opticians practice with the town's Post Office and carries out the services associated with both.

The site does have air conditioning.

Is the proposal for a waste management development?

☐ Yes ☒ No

23. Hazardous Substances

Is any hazardous waste involved in the proposal?

☐ Yes ☒ No

24. 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

25. Certificates (Certificate A)

Certificate of Ownership - Certificate A

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

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 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:

Mr

First name:

Alex

Surname:

Sutherland

Person role:

Agent

Declaration date:

12/08/2014



Declaration made

26. 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

12/08/2014