

Planning Application for Material Change of Use

at

Look and Sea Centre

61-63 Surrey St

Littlehampton

For

Arun District Council

Civic Centre

Maltravers Road

Littlehampton

Project Ref: 19.1034

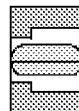
 **Excel Building Surveying Ltd**
Specialist Investigations & Material Testing

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Introduction/ Planning Application Summary

- i) Following a local company going into administration, Arun District Council, as freeholder, have taken back possession of the site known as *Look and Sea Centre and Harbour Lights Cafe*. The premises included a restaurant, retail and visitor information centre on the ground floor, an exhibition area and viewing galleries above.
- ii) Part of the building is leased to the *Youth Hostel* however this element is not to be included within the current application.
- iii) It is understood that the previous building use (mixed) became unviable despite the provision of grants from the Local Authority to encourage success.
- iv) The provision of grants is clear evidence that the site has not been made deliberately unviable and whilst the building may be useable for other tourism related purposes, none has yet been forthcoming.
- v) In order to make most of the site, hopefully in time for the new summer season, It is proposed to change the use class of the whole demise (Youth Hostel excepting) to A3 (food and drink) upon which it is hoped to attract suitable tenants able to provide a viable business and thereby increase the visitor offer
- vi) The provision of visitor information centre and display space may be re-located however we are not privy to concrete plans for such.
- vii) The existing retail space is approximately 100m² so, despite the overall floorspace being changed equalling approximately 282m², the change from use class C is only 100m² which it is hoped should be permissible.
- viii) As the proposal is for non-material change of use (incoming tenants may of course elect to amend the space thereby requiring suitable planning applications), the majority of elements required by the LVR (local validation requirements) are not applicable and this is reflected in the lack of documentation in the application.
- ix) We are assured that Arun Council are the freeholders however we have not been privy to the title deeds. We trust this issue will not cause unnecessary delay and would urge you to contact Sam Horwill (Property and Estates Dept, Arun District Council) in this regard.
- x) Likewise, we have not been able to secure elevation and section plans however this is non-material change of use and as such it is hoped that this issue may be overlooked. Again, Sam Horwill may be able to furnish you with the data upon request.
- xi) Sam Horwill will be responsible for payment of the £234 planning fee.

NATIONAL VALIDATION REQUIREMENTS

1	Completed Form	Included
2	Ownership certificates and agricultural land declaration	To be Confirmed by ADC
3	Design and access statement	Not required
4	Appropriate fee (£234 by planning portal calculator)	TBC by ADC
5	Location plan	Included
6	Site/ block plans	
7	Existing and proposed elevation plans	TBC by ADC
8	Existing and proposed floor plans	Existing included
9	Existing and proposed sections and finished floor/ site levels	TBC by ADC
10	Existing and proposed roof plans	Existing Included
11	Environmental impact statement	Not Required
12	Outline planning applications requirements	N/A
13	Certificate of lawfulness applications	N/A

Item	Required by the LVR	YES/NO	Additional Comment
1	Affordable Housing Statement	NO	N/A due to non-material change to commercial property
2	Biodiversity Survey & Report	NO	N/A due to non-material change
3	Land Contamination Assessment (LCA)	NO	N/A due to non-material change
4	Economic Development Statement	NO	Not required due to size of proposed change
5	Retail Impact Assessment (RIA)	NO	Not required due to size of proposed change
6	Flood Risk Assessment	NO	N/A due to non-material change
7	Foul & Surface Water Drainage Statement	NO	N/A due to non-material change
8	Land Engineering Works Statement	NO	N/A due to non-material change
9	Landscaping Strategy	NO	N/A due to non-material change
10	Lighting Assessment	NO	N/A due to non-material change
11	Noise/Extraction Assessment	NO	N/A due to non-material change
12	Bin Storage & Collection Provision	NO	N/A due to non-material change
13	Parking Plan	NO	N/A due to non-material change
14	Planning Application Summary	YES	Covering letter
15	Street Scene	NO	N/A due to non-material change
16	Structural Survey & Conversion Method Statement	NO	N/A due to non-material change
17	Telecommunications Development Statement	NO	N/A due to non-material change
18	Transport Assessment (TA)/Travel Plan (TP)	NO	N/A due to non-material change
19	Transport Statement (TS)	NO	N/A due to non-material change
20	Tree Survey & Arboricultural Implications	NO	N/A due to non-material change
21	Lidsey Foul Water – Environmental Assessment Statement	NO	N/A due to non-material change
22	Validation Checklist	YES	
23	Plan & Drawing Requirements	YES	Site plans and existing floor plans included
24	Historic Environment Records Search	NO	N/A due to non-material change
25	Draft S106 legal agreement for the Pagham Harbour Management Contribution	NO	N/A due to non-material change
26	Heritage Statement	NO	N/A due to non-material change

Updated 09/06/2016

Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3)

Town and Country Planning (General Permitted Development) (England) Order 2015 - Schedule 2, Part 3, Class C

Development consisting of a change of use of shops (Class A1), financial and professional services (Class A2), betting offices, pay day loan shops and casinos of up to 150m² floor space to a use falling within Class A3 restaurants and cafés of the Schedule to the Use Classes Order and for limited building works to allow the installation of extraction and ventilation units, and for waste storage and management.*

Premises may revert from Class A3 use to their original use class if that was Class A1 (shops) or Class A2 (financial and professional services) under existing permitted development rights. A planning application will be required for change of use from Class A3 to a betting office or pay day loan shop.

* The right does not apply to land within the curtilage of Listed Buildings or Scheduled Monuments, to Sites of Special Scientific Interest, Safety Hazard Areas and Military Explosives Storage Areas.

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Planning Authority in accordance with the legislation detailed on this form.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to a Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

Find contact details for Local Planning Authorities: <https://www.planningportal.co.uk/lpasearch>

If printed, please complete using block capitals and black ink.

1. Developer Name and Address	2. Agent Name and Address
Title: Mr First name: Sam	Title: Mr First name: Paul
Last name: Horwill	Last name: Gatland
Company (optional): Arun District Council	Company (optional): Excel Building Surveying Ltd
Unit: House number: House suffix:	Unit: House number: House suffix:
House name: Civic Centre	House name:
Address 1: Maltravers Road	Address 1: 37 Longships
Address 2:	Address 2:
Address 3:	Address 3:
Town: Littlehampton	Town: Littlehampton
County: West Sussex	County: West Sussex
Country: England	Country: England
Postcode: BN17 5LF	Postcode: BN17 6SL

3. Site Address Details

Please provide the full postal address of the application site.

Unit:		Building number:		Building suffix:	
Building name:	Look and Sea Centre				
Address 1:	61-63 Surrey Street				
Address 2:	Littlehampton				
Address 3:	West Sussex				
Address 4:					
Postcode:	BN17 5AW				

4. Description of the Proposed Development

Please describe the proposed development, including relevant information covering noise, odour, storage and handling waste, hours of opening and transport and highways impacts of the development. Where the building is located in a key shopping area, please provide details of any undesirable impact on the sustainability of that shopping area:

Change the existing use class of the Look and Sea Centre (previously including small exhibition space, viewing galleries, small shop and tourist information) in its entirety to class A3 to coincide with the current use class of the existing ground floor restaurant.

As the proposed development is a non-material change, there are no changes to the existing noise, odour, storage and handling waste, opening hours or transport and highways impacts envisaged.

The building is not located in a key shopping area. The existing retail element (including tourist information board display room, staff room and store) of the mixed use property is approximately 80m sq.

It is understood that the existing amenities (including tourist information) are to be relocated/ replaced however details of such are not yet to hand.

Are any associated building works or other operations required to make this change? ☐ Yes ☒ No

If yes, please provide details of the siting, design and external appearance of the building including ventilation and extraction (including the provision of an external flue) and the storage of rubbish:

continued:

What is the total floor space to be changed to restaurant and cafes? m2

Has any of the building or land within its curtilage been previously changed under Class C Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafes (Class A3)?

☐ Yes ☒ No

If Yes, what was the total floor space changed to Restaurants and Cafes? m2

Development is not permitted if the development (together with any previous development under Class C) would result in more than 150 square metres of floor space in the building having changed use under Class C.

5. Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required could result in your notification being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted. Please note that as part of this procedure, if any objections are received the Local Planning Authority may require submission of further information at a later date.

All sections of this notification completed in full, dated and signed (typed signature if sent electronically).

The correct fee

Existing and proposed elevations and floor plans (if building or other operations are required for the provision of facilities for ventilation and extraction (including the provision of an external flue), and the storage of rubbish).

☒ A plan indicating the site and showing the proposed development. A plan drawn to an identified scale will assist the authority in assessing your development proposal. Plans can be bought from one of our accredited suppliers using our Buy a planning map ☒
(www.planningportal.co.uk/buyaplan)

☐

6. Declaration

I/we hereby apply for prior approval as described in this notification 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.

Signed - Developer:

Or signed - Agent:

Date (DD/MM/YYYY):

(date cannot be pre-application)

7. Developer Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address:

8. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

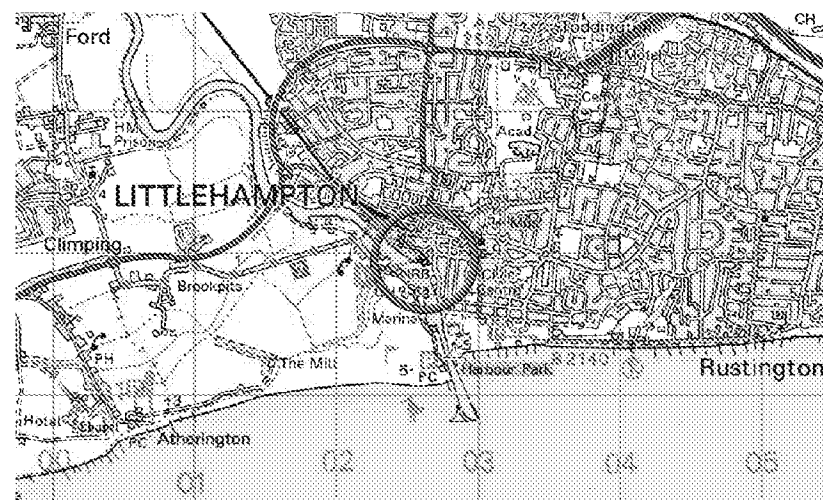
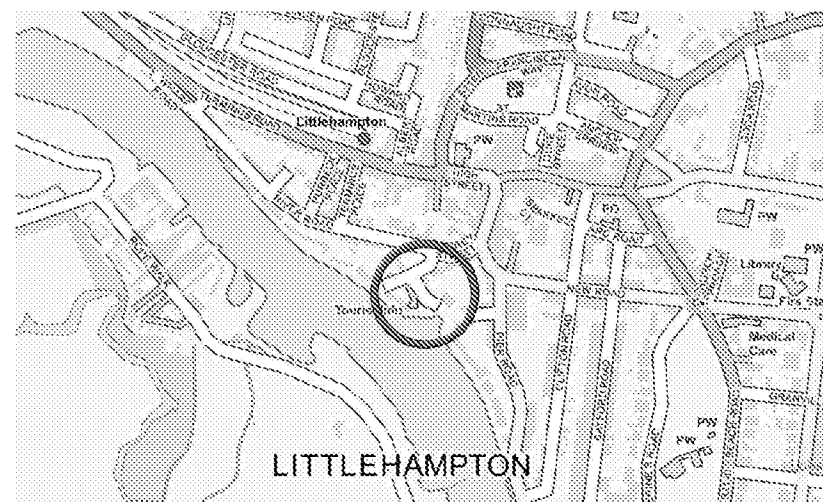
Country code: Fax number (optional):

Email address:

Please contact the sole agents Flude Commercial incorporating Garner Wood:



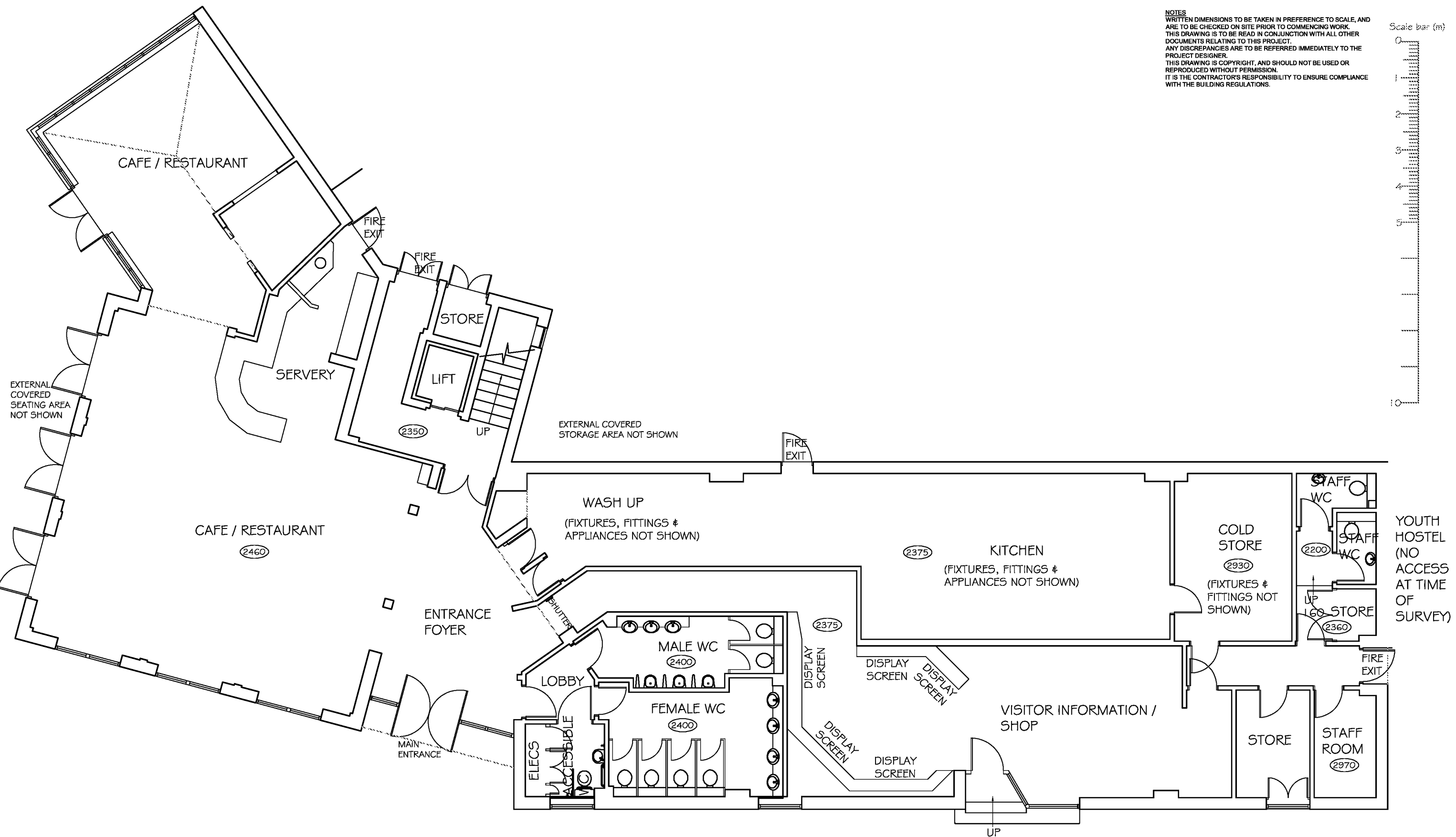
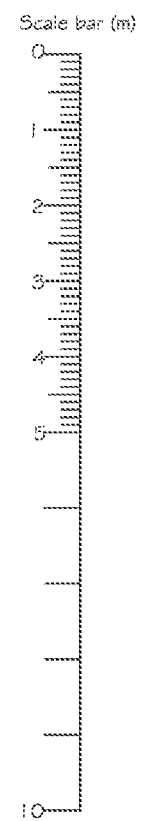
Mary Jackson
m.jackson@flude.com
01243 929140



Please note that whilst we endeavour to confirm the prevailing approved planning use for properties we market, we can offer no guarantees in this regard. Planning information is stated to the best of our knowledge. Interested parties are advised to make their own enquiries to satisfy themselves in respect of planning issues.

31 January 2019

NOTES
WRITTEN DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALE, AND ARE TO BE CHECKED ON SITE PRIOR TO COMMENCING WORK. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER DOCUMENTS RELATING TO THIS PROJECT. ANY DISCREPANCIES ARE TO BE REFERRED IMMEDIATELY TO THE PROJECT DESIGNER.
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EXISTING GROUND FLOOR PLAN

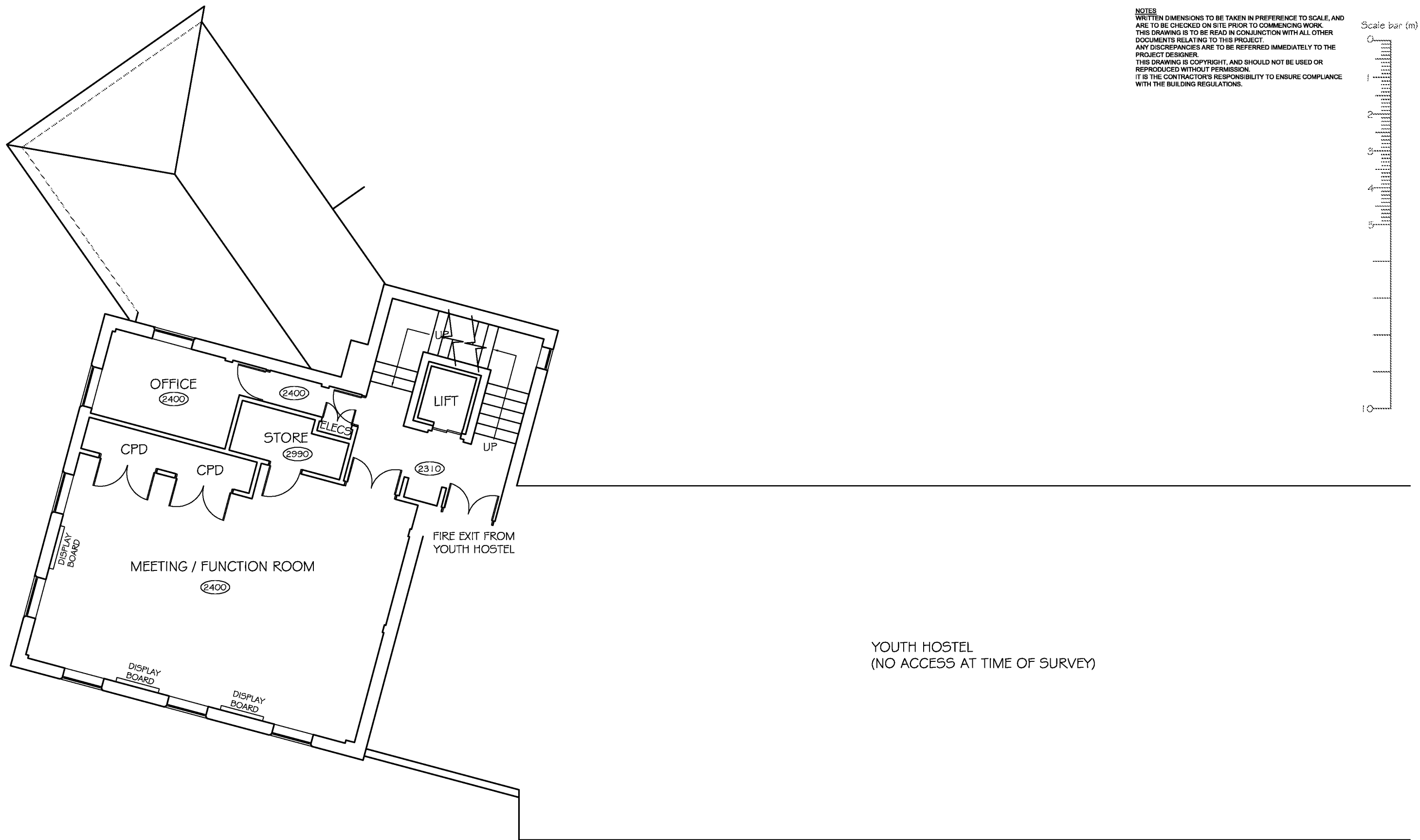
REV	DESCRIPTION	DATE
	CLIENT ARUN DISTRICT COUNCIL	
	SCALE 1:100 @A3	DRAWN BY PLB
	DWG NO 821/01	DATE OCT 18
		REV.

PROJECT
LOOK AND SEA CENTRE
61-63 SURREY STREET
LITTLEHAMPTON
WEST SUSSEX

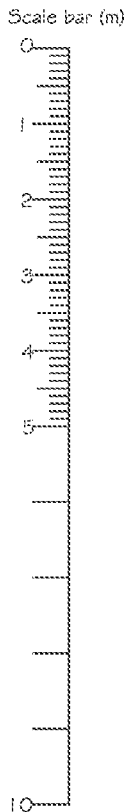
DRAWING TITLE
EXISTING GROUND FLOOR PLAN

CHARTERED BUILDING SURVEYORS
SLOANE & BROWN
ARCHITECTURAL SERVICES

Unit 3b Woodhorn Business Centre
Woodhorn Lane
Oving Chichester
West Sussex PO20 2BX
Tel 01243 774764
www.sloaneandbrown.co.uk



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EXISTING FIRST FLOOR PLAN

REV	DESCRIPTION	DATE
CLIENT ARUN DISTRICT COUNCIL		
SCALE 1:100 @A3		
DRAWN BY PLB		
DATE OCT 18		
DWG NO 821/02		
REV.		

PROJECT
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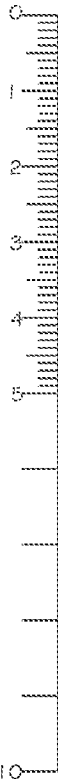
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Unit 3b Woodhorn Business Centre
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West Sussex PO20 2BX
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Scale bar (m)



YOUTH HOSTEL
(NO ACCESS AT TIME OF SURVEY)

ACCESS FROM YOUTH HOSTEL

STUDWORK

PLANT ROOM (WITHIN ROOF SPACE)

RIDGE

(PLANT & EQUIPMENT ETC NOT SHOWN)

STUDWORK

RAMP
UP 4'10"

STORE
(2770)

(2030)

WC
(2010)

LIFT

EXHIBITION ROOM
(3005)

(EXHIBITS & TEMPORARY
SCREENS ETC NOT SHOWN)

EXISTING SECOND FLOOR PLAN

REV DESCRIPTION
CLIENT
ARUN DISTRICT COUNCIL

DATE

SCALE

1:100 @A3

DRAWN BY

PLB

DATE

OCT 18

DWG NO

821/03

REV.

PROJECT

LOOK AND SEA CENTRE
61-63 SURREY STREET
LITTLEHAMPTON
WEST SUSSEX

DRAWING TITLE

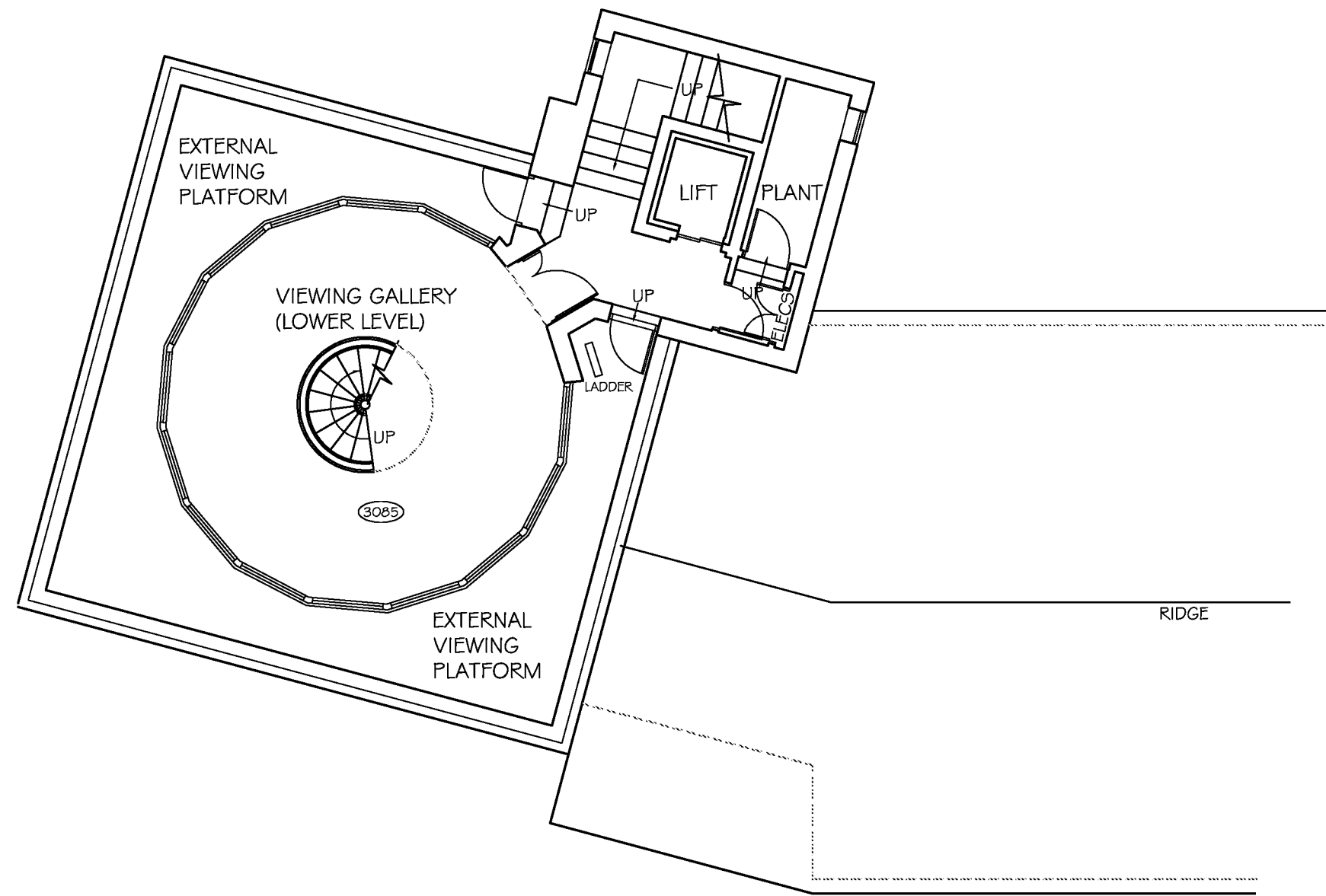
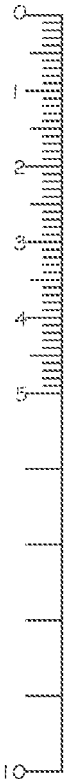
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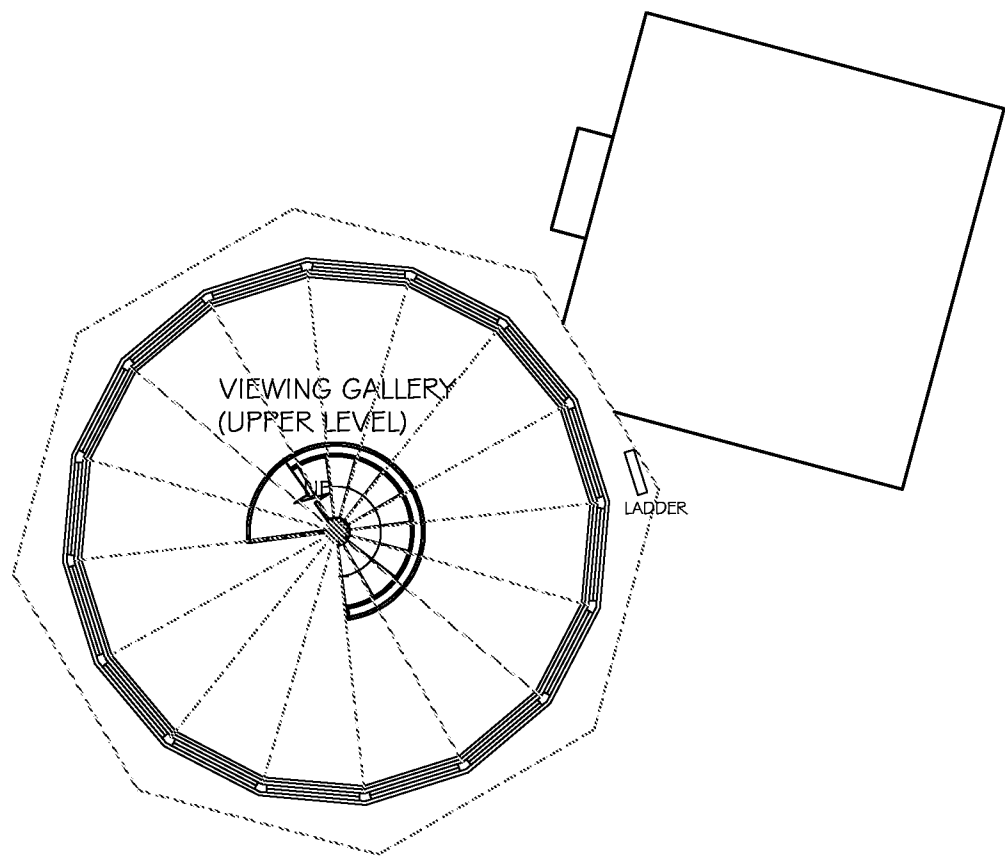
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Scale bar (m)



EXISTING THIRD FLOOR PLAN



EXISTING FOURTH FLOOR PLAN

REV DESCRIPTION

DATE

CLIENT

ARUN DISTRICT COUNCIL

SCALE

1:100 @A3

DRAWN BY

PLB

DATE

OCT 18

DWG NO

821/04

REV.

PROJECT

LOOK AND SEA CENTRE
61-63 SURREY STREET
LITTLEHAMPTON
WEST SUSSEX

DRAWING TITLE

EXISTING THIRD AND FOURTH
FLOOR PLANS

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