

W/52/19/PL



If you would rather make this application online, you can do so on our website:
<https://www.planningportal.co.uk/apply>

Application for Planning Permission. Town and Country Planning Act 1990

Privacy Notice

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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 the 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.

Local Planning Authority details:



Arun Civic Centre
 Maltravers Road
 Littlehampton
 West Sussex BN17 5LF
 Tel: 01903 737755
www.arun.gov.uk

Publication of applications on planning authority websites

Information provided on this form and insupporting 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.

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

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

1. Applicant 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:		House name:	37
Address 1:	civic centre	Address 1:	longships
Address 2:	maltravers Road	Address 2:	
Address 3:	1	Address 3:	
Town:	littlehampton	Town:	littlehampton
County:	west sussex	County:	west sussex
Country:	england	Country:	england
Postcode:	BN17 5LF	Postcode:	BN17 6SL

Version 2015.1

Application under Regulation 3 of the Town & Country Planning General Regulations 1992 for a change of use (except youth Hostel) to A3 (Food & Drink). This application may affect the setting of a listed building & may affect the ~~setting~~ character & appearance of the Littlehampton (River Road) Conservation Area.

3. Description of the Proposal

Please describe the proposed development, including any change of use.

change of use to A3 for the whole building except that leased to Youth Hostel.
No development or material changes as part of the proposal.
Proposed change to attract new tenant to make the site financially viable

Has the building, work or change of use already started?

☐ Yes

☒ No

If Yes, please state the date when building,

work or use were started (DDMM/YYYY).

n/a

(date must be pre-application submission)

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. (DDMM/YYYY).

n/a

(date must be pre-application submission)

Reference no. of permission in principle being
relied on (technical details consent applications only)

n/a

4. Site Address Details

Please provide the full postal address of the application site.

Unit:

House

number:

House

suffix:

House
name:

Look and Sea Centre

Address 1:

61-65 Surrey St

Address 2:

Address 3:

Town:

Littlehampton

County:

West Sussex

Postcode
(optional):

BN17 5AW

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

Easting:

Nothing:

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).

Please tick if the full contact details are not
known, and then complete as much as possible:

Officer name:

n/a

Reference:

n/a

Date (DDMM/YYYY):
(must be pre-application submission)

Details of pre-application advice received?

n/a

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

If you answered Yes to any of the above questions, please show details on your plans/drawings and state the reference of the plan(s)/drawing(s)

7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste? ☐ Yes ☒ No

If Yes, please provide details:

no changes to existing

Have arrangements been made for the separate storage and collection of recyclable waste? ☐ Yes ☒ No

If Yes, please provide details:

no changes to existing

8. Authority Employee / 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 following statements apply to you and/or agent? ☒ Yes ☐ No 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

If Yes, please provide details of their name, role and how you are related to them.

The applicant is a member of Arun District Council

9. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not applicable	Don't Know
Walls		as existing, no changes	☐	☐
Roof		as existing, no changes	☐	☐
Windows		as existing, no changes	☐	☐
Doors		as existing, no changes	☐	☐
Boundary treatments (e.g. fences, walls)		as existing, no changes	☐	☐
Vehicle access and hard-standing		as existing, no changes	☐	☐
Lighting		as existing, no changes	☐	☐
Others (please specify)		as existing, no changes	☐	☐

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:

design and access statement not required

10. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

Type of Vehicle	Total Existing	Total proposed (including spaces retained)	Difference in spaces
Cars	as existing, no changes		
Light goods vehicles/ public carrier vehicles	as existing, no changes		
Motorcycles	as existing, no changes		
Disability spaces	as existing, no changes		
Cycle spaces	as existing, no changes		
Other (e.g. Bus)	as existing, no changes		
Other (e.g. Bus)	as existing, no changes		

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11. Foul Sewage

Please state how foul sewage is to be disposed of:

- ☒ Mains sewer ☐ Cess pit
☐ Septic tank ☐ Other
☐ Package treatment plant

Are you proposing to connect to the existing drainage system? ☐ Yes ☒ No

If Yes, please include the details of the existing system on the application drawings and state references for the plan(s)/drawing(s):

no change to existing

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 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 watercourse
☐ Soukaway ☐ Pond/lake
☐ Main sewer

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:

currently unused, previous mixed use including cafe, information centre, shop

Is the site currently vacant? ☒ Yes ☐ No

If Yes, please describe the last use of the site:

as above

When did this use end (if known)?

DDMM/YYYY aug 2018
(date where known, may be approximate)

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

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

17. Residential Units (Including Conversion)

Does your proposal include the gain, loss or change of use of residential units?
If Yes, please complete details of the changes in the tables below.

☐ Yes ☒ No

Proposed Housing						Existing Housing									
Market Housing	Not known	Number of Bedrooms					Total	Market Housing	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown				1	2	3	4+	Unknown	
Houses	☐							Houses	☐						
Flats/maisonettes	☐							Flats/maisonettes	☐						
Sheltered housing	☐							Sheltered housing	☐						
Bedsit/studios	☐							Bedsit/studios	☐						
Cluster flats	☐							Cluster flats	☐						
Other	☐							Other	☐						
Totals (a+b+c+d+e+f)=								Totals (a+b+c+d+e+f)=							
Social, Affordable or Intermediate Rent	Not known	Number of Bedrooms					Total	Social, Affordable or Intermediate Rent	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown				1	2	3	4+	Unknown	
Houses	☐							Houses	☐						
Flats/maisonettes	☐							Flats/maisonettes	☐						
Sheltered housing	☐							Sheltered housing	☐						
Bedsit/studios	☐							Bedsit/studios	☐						
Cluster flats	☐							Cluster flats	☐						
Other	☐							Other	☐						
Totals (a+b+c+d+e+f)=								Totals (a+b+c+d+e+f)=							
Affordable Home Ownership	Not known	Number of Bedrooms					Total	Affordable Home Ownership	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown				1	2	3	4+	Unknown	
Houses	☐							Houses	☐						
Flats/maisonettes	☐							Flats/maisonettes	☐						
Sheltered housing	☐							Sheltered housing	☐						
Bedsit/studios	☐							Bedsit/studios	☐						
Cluster flats	☐							Cluster flats	☐						
Other	☐							Other	☐						
Totals (a+b+c+d+e+f)=								Totals (a+b+c+d+e+f)=							
Starter Homes	Not known	Number of Bedrooms					Total	Starter Homes	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown				1	2	3	4+	Unknown	
Houses	☐							Houses	☐						
Flats/maisonettes	☐							Flats/maisonettes	☐						
Bedsit/studios	☐							Bedsit/studios	☐						
Other	☐							Other	☐						
Totals (a+b+c+d)=								Totals (a+b+c+d)=							
Self Build and Custom Build	Not known	Number of Bedrooms					Total	Self Build and Custom Build	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown				1	2	3	4+	Unknown	
Houses	☐							Houses	☐						
Flats/maisonettes	☐							Flats/maisonettes	☐						
Bedsit/studios	☐							Bedsit/studios	☐						
Other	☐							Other	☐						
Totals (a+b+c+d)=								Totals (a+b+c+d)=							
Total proposed residential units (A+B+C+D+E)=								Total existing residential units (F+G+H+I+J)=							
TOTAL NETGAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total):															

WSP/2019/01

WSP/2019/01

Does your proposal involve the loss, gain or change of use of non-residential floorspace? ☒ Yes ☐ No

Use class/type of use	Net premises	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross internal floorspace proposed (including change of use) (square metres)	Net additional gross internal floorspace following development (square metres)
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In addition, for hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms

15. Employment

	Full-time	Part-time	Total full-time equivalent
Existing employees	0	0	0
Proposed employees	n/a	n/a	>0

If known, please state the hours of opening (e.g. 15:30) for each non-residential use proposed:

21. Sign Area

January 2020

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.

N/A

Is the proposal a waste management development? ☐ Yes ☒ No

If the answer is Yes, please complete the following table:

	Not applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Maximum annual operational throughput in tonnes (or litres if liquid waste)
Inert landfill	☐		
Non-hazardous landfill	☐		
Hazardous landfill	☐		
Energy from waste incineration	☐		
Other incineration	☐		
Landfill gas generation plant	☐		
Pyrolysis/gasification	☐		
Metal recycling site	☐		
Transfer stations	☐		
Material recovery/recycling facilities (MRFs)	☐		
Household civic amenity sites	☐		
Open windrow composting	☐		
In-vessel composting	☐		
Anaerobic digestion	☐		
Any combined mechanical, biological and/or thermal treatment (MBT)	☐		
Sewage treatment works	☐		
Other treatment	☐		
Recycling facilities construction, demolition and excavation waste	☐		
Storage of waste	☐		
Other waste management	☐		
Other developments	☐		

Please provide the maximum annual operational throughput of the following wastestreams:

Municipal	
Construction, demolition and excavation	
Commercial and industrial	
Hazardous	

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 clear what information it requires on its website.

23. Hazardous Substances

Does the proposal involve the use or storage of any of the following materials in the quantities stated below? ☐ Yes ☐ No ☒ Not applicable

If Yes, please provide the amount of each substance that is involved:

Acrylonitrile (tonnes):		Ethylene oxide (tonnes):		Phosgene (tonnes):	
Ammonia (tonnes):		Hydrogen cyanide (tonnes):		Sulphur dioxide (tonnes):	
Bromine (tonnes):		Liquid oxygen (tonnes):		Flour (tonnes):	
Chlorine (tonnes):		Liquid petroleum gas (tonnes):		Refined white sugar (tonnes):	
Other:		Other:			
Amount (tonnes):		Amount (tonnes):			

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24. Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form.

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 18
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* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 55(3) of the Act.

Signed - Applicant:

Signed - Agent:

Date (DD/MM/YYYY):

paul gatland

20.2.19

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 18
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.

* "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 55(3) of the Town and Country Planning Act 1990.

Name of Owner / Agricultural Tenant	Address	Date Notice Served
N/A		

Signed - Applicant:

Signed - Agent:

Date (DD/MM/YYYY):

24. Ownership Certificates and Agricultural Land Declaration (continued)**CERTIFICATE OF OWNERSHIP - CERTIFICATED**

Town and Country Planning (Development Management Procedure) (England) Order 2018 Certificate under Article 14
I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners* and/or agricultural tenants** of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

* "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 55(8) of the Town and Country Planning Act 1990

The steps taken were:

N/A

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Notice of the application has been published in the following newspaper
(circulating in the area where the land is situated):

On the following date (which must not be earlier
than 21 days before the date of the application):

Signed - Applicant:

Signed - Agent:

Date (DD/MM/YYYY)

CERTIFICATE OF OWNERSHIP - CERTIFICATED

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14
I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else 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 to which this application relates, but I have/ the applicant has been unable to do so.

* "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 55(8) of the Town and Country Planning Act 1990

The steps taken were:

Notice of the application has been published in the following newspaper
(circulating in the area where the land is situated):

On the following date (which must not be earlier
than 21 days before the date of the application):

Signed - Applicant:

Signed - Agent:

Date (DD/MM/YYYY)

25. Planning Application Requirements - 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 will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority (LPA) has been submitted.

The original and 3 copies* of a completed and dated application form:

☐

The correct fee:

☐

The original and 3 copies* of the plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:

☐

The original and 3 copies* of a design and access statement, if required (see help text and guidance notes for details):

☐

The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application:

☐

The original and 3 copies* of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings):

☐

*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

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.

Signed - Applicant:

Signed - Agent:

Date (DD/MM/YYYY):

paul.gatland

20.2.19

(date cannot be pre-application)

27. Applicant Contact Details

Telephone numbers

Country

+44

Country

Country

Email address

28. Agent Contact Details

Telephone numbers

paul.gatland@excessurvey.co.uk

29. 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)

☐ Agent

☒ Applicant

☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

Telephone number:

Email address:

