



**To: Members of the Planning and Environment Committee,**

**You are duly summoned to a meeting of the Planning and Environment Committee that will take place on Thursday 14 April 2022 at the Billingshurst Centre commencing at 7.30pm.**

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session, at the discretion of the Chairman.

**G C Burt**  
**Clerk to the Council**

**7 April 2022**

## **AGENDA**

1. Apologies for Absence.
2. Declarations of interest and notification of change to members' interests.
3. Approval of the minutes of the Planning and Environment Committee meeting held on 3 March 2022, previously circulated.
4. Approval of the minutes of the Planning and Environment Committee meeting held on 24 March 2022, previously circulated.
5. Matters Arising – that are not separate agenda items.
6. Public Session.
7. Planning Applications.

**DC/22/0479**

Demolition of existing agricultural building and erection of 2no dwellinghouses  
**LAND AT 510018 128496 HORSHAM ROAD, FIVE OAKS, BILLINGSHURST**

<b>DC/22/0441</b>	Variation of condition 1 on previously approved application DC/21/1335 (Demolition of existing barn buildings (following permission for conversion under reference DC/20/2373) and construction of a new build barn style dwelling) to allow for the reduction in footprint of dwelling and removal of barrel roofs <b>OKEHURST LODGE, CHALK FARM, OKEHURST LANE, BILLINGSHURST</b>
<b>DC/22/0364</b>	Erection of a single storey rear extension <b>12 LOWER STATION ROAD, BILLINGSHURST</b>
<b>DC/22/0473</b>	Part conversion of garage to form habitable living space <b>32 RHODES WAY, BILLINGSHURST</b>
<b>DC/22/0557</b>	Fell 1 x Alder (Adj to Flats 47-53) (Works to Trees in a Conservation Area) <b>LAKERS MEADOW, BILLINGSHURST</b>
<b>DC/22/0309</b>	Conversion of existing building to form 1no dwellinghouse with associated works (Part-Retrospective) <b>LEVERANCE FARM, MARLES LANE, BILLINGSHURST</b>
<b>DC/22/0518</b>	Outline Application for redevelopment of the site to provide flexible employment space (E(g), B2 and B8 Use Classes) totalling 4,627sqm, ancillary parking and circulation space with all matters reserved except access and layout <b>LAND PARCEL AT 507911 125837, NEWBRIDGE ROAD, BILLINGSHURST (PLATTS ROUNDABOUT)</b>
<b>DC/22/0537</b>	Extensions, alterations and conversion of existing side garage to form additional habitable space and creation of new hardstanding / parking area <b>23 HAWTHORN WAY, BILLINGSHURST</b>
<b>DC/22/0477 &amp; DC/22/0588</b>	Erection of a two-storey side extension (Householder and Listed Building Consent) <b>COPPED HALL, OKEHURST LANE, BILLINGSHURST</b>
<b>DC/22/0541</b>	Erection of a Platinum Jubilee Beacon in the middle of Adversane Green for the Queen's Jubilee <b>THE GREEN, ADVERSANE, BILLINGSHURST</b>
<b>DC/22/0303</b>	<b>AMENDED PLAN</b> Conversion of loft to form habitable living space incorporating raising of ridge height and creation of 3no front dormers with associated alterations <b>14 SAVILLE GARDENS, BILLINGSHURST</b>
<b>DC/22/0532</b>	Surgery to 1 x Oak and 1 X Yew (Works to Trees in Conservation Area) <b>GRATWICKE COTTAGE, 16A EAST STREET, BILLINGSHURST</b>
<b>DC/22/0590</b>	Removal of existing conservatory and erection of a single storey infill extension <b>KINGSFOLD COTTAGE FARM, MARRINGDEAN ROAD, BILLINGSHURST</b>
<b>DC/22/0584</b>	Erection of a two-storey side extension and single storey front extension with associated alterations <b>5 BIRCH DRIVE, BILLINGSHURST</b>

<b>DC/22/0608</b>	Erection of a single storey link extension and fenestration changes <b>KINGSFOLD LODGE, MARRINGDEAN ROAD, BILLINGSHURST</b>
<b>DC/22/0566</b>	Outline Application for up to 9,825sqm of Class E (Industrial Processes), B2 and B8 use floorspace (Phase 3) with all matters reserved except access <b>HILLAND FARM, HILLAND ROAD, BILLINGSHURST</b>

8. To consider the Licensing Application for the Lidl Supermarket at Billingshurst Trade Park - **Appendix A.**
9. Horsham District Council Planning Decisions (previously circulated).
10. Appeals and Appeal Decisions.
11. Any other matters for information only.
12. **Date of Next Meeting: Thursday 5 May 2022** at 7.30pm.

**Committee Members:** EB, GC, **DH**, JM, CBP, DW, SW.

**Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.**

**LICENSING ACT 2003**  
**(Premises Licences & Club Premises Certificates)**  
**Regulations 2005**

Notice is hereby given that, we, Lidl Great Britain Limited  
have made an application under Section 17 of Part 3 of  
the Licensing Act 2003:

<b>Name of Applicant</b>
Lidl Great Britain Limited Lidl House 14 Kingston Road Surbiton KT5 9NU
<b>Postal Address of Premises</b>
Lidl Great Britain Limited Billingshurst Trade Park Stane Street Billingshurst RH14 9HP
<b>Details of Application:</b>
Sale of alcohol by retail for consumption off the premises during the licensing hours of 07:00 – 23:00 Monday to Sunday
The application can be viewed online at Horsham District Councils website. Representations can be made at any time between 18/03/2022- 14/04/2022 inclusive.
The full application can be viewed by contacting Horsham District Council. All representations must be in writing (including email to <a href="mailto:licensing@horsham.gov.uk">licensing@horsham.gov.uk</a> ) addressed for the attention of the Alcohol Licensing Officer at Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL
It is an offence under Section 158 of the Licensing Act 2003, knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is up to level 5 on the standard scale

Signed:

Dated: 18/03/2022

# Application for a Premises licence to be granted under the Licensing Act 2003

## This Form

Please use this form to apply for a New Premises Licence.

### What we will do with your information:

*We will only use the personal details you provide in order to deliver the service that you have requested or to contact you by letter, telephone or email in relation to the service that you have requested.*

*We will not send you emails about other Council services unless you have requested them elsewhere, or share this information with any other organisations unless required to do so in order to provide the service or as permitted by law.*

*Further information about how we handle your data can be found in our Privacy Policy.*

Please confirm that you have read and accept this policy by ticking here:

## Guidance notes

### Use Of The Form

Form Ref. No.

2765194

This form can be completed on-line. When completed it should be PRINTED and POSTED back to the Council.

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes which accompany the various sections. If you need to add more details to this form by hand please **USE OR ATTACH ADDITIONAL SHEETS** as necessary and write legibly in block capitals in black ink. You may wish to keep a copy of the completed form for your records (note a PDF copy will be sent to your email address). Please return completed application forms to Horsham District Council and any relevant authorities as listed in the Licensing Policy Statement.

### Guidance Notes:

1. Describe the premises. For example the type of premises, its general situation and layout and any other information that could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place is and its proximity to the premises.

2. Where taking place in the building or other structure please tick as appropriate. Indoors may include a tent.

3. For example state the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

4. For example (but not exclusively), where the activity will occur on additional days during the summer months.

5. For example (but not exclusively), where you wish the activity to go on longer on a particular day, e.g. Christmas Eve.

6. Please give timings in 24-hour clock format (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

7. If you wish people to be able to consume alcohol on the premises please tick on. If you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish for people to be able to do both please tick both.

8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises that may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi nudity, films of restricted age groups, the presence of gaming machines.

9. Please list here the steps you will take to promote all four licensing objectives together.

10. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

11. Where there is more than one applicant, the applicants or their respective agents must sign the application form.

12. This is the address that we shall use to correspond with you about this application.

Please note your application will be available for public inspection and posted on the Council's website.

## Applicant Details

### Type Of Application

Application for a Premises licence to be granted under the Licensing Act 2003

**PLEASE STATE WHETHER YOU ARE APPLYING FOR A PREMISES LICENCE AS:**

a) An Individual or Individuals \*  Complete Section A

b) A person other than an individual \*

i) As a Limited Company  Complete Section B

ii) As a Partnership  Complete Section B

iii) As an unincorporated association  Complete Section B

iv) Other  Complete Section B

c) A recognised Club  Complete Section B

d) A Charity  Complete Section B

e) The Proprietor of an educational establishment  Complete Section B

f) Health Service Body  Complete Section B

g) A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital  Complete Section B

h) Chief Officer of Police of a police force in England and Wales  Complete Section B

If you are applying as a person described in (a) or (b) please confirm one of the next 3 options:

(If yes please tick box)

I am carrying  Licensable Activities on or propose to carry on business that involves the use of the premises for licensable activities;

OR

I am making the application pursuant to a:

(i) Statutory function

(ii) A function discharged by virtue of Her Majesty's prerogative

## Second Individual

### Further Applicants

- Need to enter Second individual applicant details? (please select if YES)
- Need to enter Other/Further applicant details? (please select if YES)

## Operating Schedule

### Part 3 - Operating Schedule

When do you want the premises licence to start?

15/04/2022

If you wish the licence to be valid only for a limited

period, when do you want it to end

If 5000 or more people are expected to attend the premises at any one time,

0

please state the number expected to attend

Please give a general description of the premises (Please see guidance note 1)

Supermarket





## M - Supply of Alcohol

### M - Supply of Alcohol

Will the sale of alcohol be for consumption on the premises, off the premises or both? Please select. (Read guidance note 6)

Off Sales

State any seasonal variations for the supply of alcohol (please read guidance note 4)

Non-standard timings. Where you intend to use the premises for the provision of

supply of alcohol at different times to those listed in the column below, please

list (please read guidance note 5)

#### Standard timings (read guidance note 6)

##### Start

Mon	07:00
Tues	07:00
Wed	07:00
Thur	07:00
Fri	07:00
Sat	07:00
Sun	07:00

##### FINISH

Mon	23:00
Tues	23:00
Wed	23:00
Thur	23:00
Fri	23:00
Sat	23:00
Sun	23:00

**O- Premises open to public**

**O - Hours Premises are open to public**

State any seasonal variations (please read guidance note 4)

Non-standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 5)

**Standard timings (read guidance note 6)**

**Start**

Mon	<input type="text" value="07:00"/>
Tues	<input type="text" value="07:00"/>
Wed	<input type="text" value="07:00"/>
Thur	<input type="text" value="07:00"/>
Fri	<input type="text" value="07:00"/>
Sat	<input type="text" value="07:00"/>
Sun	<input type="text" value="07:00"/>

**FINISH**

Mon	<input type="text" value="23:00"/>
Tues	<input type="text" value="23:00"/>
Wed	<input type="text" value="23:00"/>
Thur	<input type="text" value="23:00"/>
Fri	<input type="text" value="23:00"/>
Sat	<input type="text" value="23:00"/>
Sun	<input type="text" value="23:00"/>

## P - Licensing objectives:

### P - Describe the steps you intend to take to promote the four licensing objectives:

a) General in all four licensing objectives (b,c,d,e)  
(See guidance note 9)

Staff will be trained regarding appropriate precautions to prevent the sale of alcohol to persons under the age of 18, the signs and symptoms of drunk persons and the refusal of sale due to intoxication. Staff will also be trained to recognise the signs of proxy purchases. Records will be kept of such training for the member of staff who has received that training.  
All staff will receive refresher training every six months as a minimum and records are to be kept of this refresher training.  
Confirmation of training can be made available to the Licensing Authority or Police within 7 days of a request.  
Any person found to be in breach of the Company alcohol policy is subject to disciplinary proceedings

b) The prevention of crime and disorder

The operators of the premises will maintain a good relationship with the local police and other relevant authorities  
A comprehensive digital CCTV system to be installed internally giving storage of images for a period of not less than 28 days Images can be provided on to removable media to authorised bodies with 48 hours notice

c) Public Safety

Fire safety equipment is provided at the premises, and staff are trained on the use of this equipment

d) The prevention of public nuisance

Alcohol will not be sold in an open container and the consumption of alcohol on the premises will not be permitted

e) The protection of children from harm

There will be a Challenge 25 policy operating at the premises. Challenge 25 means that the holder of the premises licence shall ensure that every individual, who visually appears to be under 25 years of age and is seeking to purchase or be supplied with alcohol at the premises or from the premises, shall produce identification proving that individual to be 18 years of age or older. Acceptable identification for the purposes of age verification will include a driving licence, passport or photographic identification bearing the "PASS" logo and the person's date of birth. If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person.  
In the event that an employee suspects that a person attempting to purchase alcohol is under the age of 25, is a street drinker or is attempting a proxy purchase they will immediately call the duty manager. The duty manager will make appropriate enquiries and will determine whether the sale should be permitted.  
'Challenge 25' posters shall be displayed in prominent positions at the premises.  
An automated till prompt will be set up so that the operator has to positively confirm that Challenge 25 has been complied with when the first item of alcohol has been scanned.

## Checklist

Checklist (If yes please tick)

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and other where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 (£5000) ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**