



Chichester City Council

MEETING OF THE PLANNING AND CONSERVATION COMMITTEE

AGENDA

TO THE MEMBERS OF THE CITY COUNCIL

**MEMBERS ARE HEREBY SUMMONED TO A MEETING OF THE PLANNING AND
CONSERVATION COMMITTEE TO BE HELD AT 4.00PM ON THURSDAY 26 MARCH
2026 IN THE COUNCIL CHAMBER**

.....
Town Clerk
19 March 2026

PL2026/29.APOLOGIES FOR ABSENCE

To note apologies received from Members of the Committee in advance of the meeting.

PL2026/30.DECLARATIONS OF INTEREST

Declarations of interest by Members of the Committee in matters on the agenda for this meeting.

PL2026/31.PUBLIC QUESTIONS

To answer questions (if any) from members of the public being pursuant to Standing Order 3(e) of Chichester City Council's Standing Orders (April 2025).

PL2026/32.MINUTES OF THE PREVIOUS MEETING(S)

[Minutes - Planning and Conservation Committee - 2026-03-26](#)

PL2026/33.UPDATE ON ACTIONS FROM THE PREVIOUS MEETING(S)

PL2026/34.APPLICATIONS FOR PLANNING PERMISSION

Planning Adviser to report (*report attached or to follow*).

**PL2026/35.NEW PLANNING APPLICATIONS RECEIVED SINCE PUBLISHING OF THE
AGENDA**

Planning Adviser to report on new planning items received since the agenda was published.

PL2026/36.NET ZERO MATTERS

To receive an update on the City Council's progress towards achieving net zero emissions.

PL2026/37.ENFORCEMENT MATTERS

Enforcement matters received:

Site description: Land at 9 Worcester Road, Chichester
Enforcement Notice Reference: CC/172
Legal File Reference: TCP-10-006624
Planning Reference: 25/00130/CONCOU
Issued: 16 March 2026

PL2026/38.TRAFFIC ISSUES

- St Pauls crossing - Councillor Pramas to update Committee regarding efforts relating to pedestrian crossing issues on St Pauls Road.

PL2026/39.PUBLIC REALM MATTERS

To note the recent press release from West Sussex County Council regarding the city centre public realm project.

- <https://www.sussexexpress.co.uk/news/politics/council/more-than-ps9million-to-be-spent-on-paving-and-improvements-to-two-chichester-streets-5701552>
- <https://www.sussexexpress.co.uk/news/politics/council/west-sussex-county-council-approves-next-phase-of-chichester-city-centre-improvement-scheme-5706039>

Further updates to be deferred to a future meeting once full details have been received from the County Council.

PL2026/40.UPDATE ON NEW BUS SHELTERS IN THE CITY

To note the update from the Council Services and Support Manager (*attached*).

PL2026/41.STREET TRADING CONSENT APPLICATION

To consider Street Trading Consent Applications as follows:

- Sussex Biodiversity & Regenerative Food Festival planned for Sunday 28th June 2026.
- The Cross Market and More planned for Sunday 26th April 2026 and Sunday 4th October 2026.

Application details attached.

PL2026/42.ITEMS TO BE INCLUDED ON THE NEXT AGENDA

PL2026/43.DATE OF NEXT ORDINARY MEETING

Date of the next ordinary meeting: Thursday 23 April 2026.

[PLANNING REPORTS WEEKS 10, 11, 12 and 13 of 2026. MARCH Committee](#)

PL2026/34 - APPLICATIONS FOR PLANNING PERMISSION

Last modified: 2026-03-19



Chichester City Council

PLANNING ADVISER'S REPORT FOR THE PLANNING AND CONSERVATION COMMITTEE MEETING ON 26 MARCH 2026 AT 4PM

Week 10

No committee items

Week 11

CC/26/00213/OUTEIA - Case Officer: Steve Harris

Vistry Group and Miller Homes

Land To The West Of Centurion Way; Land At Bishop Luffa School; Land At And Adjoining Westgate And; Land To The North-east Of Old Broyle Road And St Pauls Road

Outline planning application with all matters except Access reserved for the second phase of development of the West of Chichester Strategic Development Location (SDL) for up to 850 homes and employment land with vehicular, pedestrian and cycle access from Westgate and via phase 1, extensions to approved phase 1 community facility and primary school, informal and formal open space (including northern Country Park), playing pitches and associated landscaping, utilities and drainage infrastructure. Closure of Clay Lane vehicular access.

Application under Section 73 to (i) vary condition 6 of planning permission CC/22/01485/OUTEIA to enable an increase in the number of dwellings permitted to be occupied prior to completion of the Southern Access Road (SAR) from 150 to 424; and (ii) secure off-site highway works to the St Pauls Road/Norwich Road/Sherborne Road junction to mitigate the impact of the revised SAR delivery trigger upon its operation.

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T9KQV4ERIB000>

Key issues:

- This is an application to vary condition 6 of the outline planning application for up to 850 dwellings, employment land and associated works. The only matter under consideration is the proposed amendment to condition 6 of the permission and the proposed additional highway works which are offered in mitigation for the amendment. It is not open to the LPA to re-consider the principle of the original application or any other matters already determined through that application, unless there has been a material change in Policy or site circumstances since the decision was made.
- Condition 6 requires that the Southern Access Road (SAR) shall have been provided prior to the occupation of the 151st dwelling. The proposal is that the SAR will have been provided prior to the occupation of the 425th dwelling.
- In mitigation, the developer proposes that, prior to the occupation of the 251st dwelling, they will provide highway improvement works to the St Paul's Road/Sherbourne Road/Norwich Road junction, providing right-hand turn lanes for vehicles turning from Sherbourne Road into Sherbourne Road and Norwich Road, and a pedestrian crossing point over St Paul's Road with a central refuge and tactile paving. The existing kerbed island on Sherbourne Road would be removed and a crossing point with tactile paving would be provided further back from the junction.
- The proposed highway improvements are in an area where there is an existing issue with traffic queueing to turn right off St Paul's Road. The proposals are not required to resolve the existing problem in order to be acceptable in planning terms, they are only required to mitigate the effect on the existing traffic situation of the residents of the additional 274 (424-150) dwellings which may use or pass this junction before the SAR is provided.

- Junction capacity assessments have been undertaken which confirm that both the existing and proposed highway network offer adequate capacity to accommodate the additional 274 residential dwellings prior to the delivery of the SAR. The developer has therefore demonstrated that the proposal would not result in a severe impact on highway safety or the capacity of the wider road network. It would therefore accord with NPPF guidance.
- If the application is refused, there is likely to be a delay in the provision of the approved dwellings. This would have a likely significant effect on the 5-year housing land supply. Without a 5-year supply, the tilted balance would be engaged, and speculative development on less suitable sites would be more difficult to resist.
- The application includes details of a realignment to the Southern Access Road (SAR) immediately south of Bishop Luffa school. The applicant sets out that the realignment is minor and non-material, and that it would be necessary in order to make the SAR deliverable.
- The originally proposed SAR required a substantial area of land take from the school site which would not have been workable for the school. The proposed realignment would provide additional playing pitches on the existing school site in addition to the off-site provision of a new sports field site to the immediate west of Centurion Way for the school's exclusive day time use, accessed via Centurion Way. To allow for the additional space, the originally proposed large roundabout access would be omitted, and the existing access roundabout would be retained. The pick-up/drop-off area would be relocated further along the SAR to the immediate west of Centurion Way.
- Two sections of noise mitigation fencing would be provided to ensure no harm to the amenity of the properties to the south of Westgate through noise.
- The outline permission's s106 agreement requires 3,000sqm of employment land to be provided by the 424th dwelling. This land can be accessed from the north, so the delivery of the employment provision would not be delayed by the proposal.

Recommendation: No objection in principle to the variation of condition 6, with mitigating highway improvements, having regard to the submitted technical information which demonstrates that the proposal would comply with the NPPF guidance, as it would not result in a severe impact to highway safety or capacity. However, the mitigation works would address only the impact of the additional traffic resulting from the proposal and are not designed to address the existing pedestrian and traffic issues around this junction, as it is not incumbent upon the developer to do so. Therefore, it is suggested that the developer engages with the Highway Authority to design a more comprehensive scheme of improvements for St Paul's Road to address the existing issues as well as the additional impacts of the proposal, with the value of the currently proposed lesser scheme contributed by the developer, and the remainder contributed to by the Highway Authority and/or existing CIL funds held by the Local Authorities.

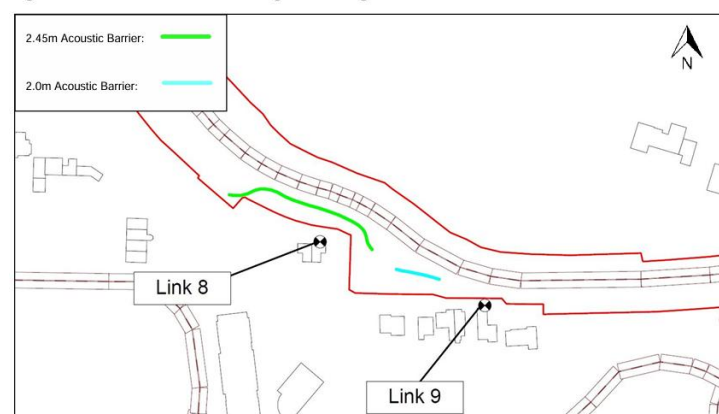
Plan Extracts:

Site Location and Concept Masterplan:



Accoustic Fences:

Figure 4.1 Indicative Traffic Noise Mitigation Arrangement



Week 12

CC/26/00406/FUL and CC/26/00407/LBC - Case Officer: Michael Drake

West Tower Developments Ltd

House Of Fraser, St Georges House 12 - 18 West Street And 51/52 Tower Street Chichester West Sussex

Redevelopment of the former House of Fraser site comprising the creation of four commercial units (Use Class E) along the West Street frontage; demolition of existing buildings to the rear of the site; and the erection of a residential building of up to six storeys (Use Class C3), including the change of use of the upper floors of the retained department store buildings to residential use, the change of use of retained ground floor buildings along Tower Street to residential use, creating in total 87 residential apartments, and the conversion of a storage building on Tower Street to two townhouses (Use Class C3) (overall site total of 89 residential units), together with internal and external alterations, and associated hard and soft landscaping.

To view the planning application; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TAPG8VERJ3A00>

To view the LBC application; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TAPG8ZERJ3B00>

Key issues:

- The applications are for Planning Permission and Listed Building Consent for 89 dwellings and four retail/commercial units on the House of Fraser site. Four retail/commercial units would be provided along West Street on the ground floor of the listed building; the upper floors would form apartments. The buildings to the rear of the site would be demolished and replaced with a six-storey apartment block. On Tower Street, a storage building would be converted into 2 townhouses.
- A mix of dwelling types and sizes is proposed. The development includes 33 two-bed flats, 23 larger one-bed flats (average 56sqm), 24 smaller one-bed flats (average 43sqm), 4 studio units, 2 two-bed cottages, 2 no. three-bed townhouses, and 1 three-bed dwelling.
- The site is in a prominent location within the City Centre Conservation Area and would affect the setting of the Cathedral. The proposal must preserve or enhance the character of the Conservation Area and the significance of any Listed Buildings, unless any harm to such heritage assets would be outweighed by the public benefit.
- The proposal would bring the building back into economic use, securing the long-term retention and maintenance of the listed building. The provision of four commercial units as well as 89 residential units would support the vitality and viability of the city centre. The 89 dwellings would make a significant contribution to housing need in the area. Repairs and elevational improvements to the existing building frontages would also be secured. These would constitute significant public benefits to the scheme.
- On West Street, the proposal would retain the historic frontage of the House of Fraser building. The continuous canopy over the ground floor would be removed. A number of

existing mis-proportioned windows on the upper floors would be restored to appropriately proportioned sash windows. The flat roofed section would be replaced with a gable roof, and alterations would be made to form high-quality shop frontages. This aspect of the proposal would enhance the character and appearance of the conservation area.

- Internally, the majority of the historic fabric of The House of Frazer building and its original layout has been lost. Surviving features, including the main staircase and chimney breasts, would be retained.
- Along the Tower Street Elevation, elevational improvements to the existing doors and windows to facilitate the proposed creation of two new town houses would enhance the character and appearance of the Conservation Area.
- The existing buildings to the rear of the site, which are to be demolished are not of significant architectural merit and do not contribute to the Conservation Area. Due to their position, they are largely screened from public view.
- The proposed flat-roofed, six-storey, replacement building to the rear does not reflect the particularly attractive and high-quality architectural design or the historic proportions of the surrounding buildings, and is of a scale and flat-roofed design not traditional of back-land development within the Conservation Area, which is typically lower in height and pitched roofed. It is of modern and functional design and appearance, and the brick would match the surrounding buildings. The building would be approximately 4m taller than the House of Frazer building, however, from close by in West Street, the building would largely not be visible due to the viewing angle, and the applicant sets out that the building is designed to ensure it does not appear in 'key views' from Conservation Area views along West Street, Tower Street and from the Cathedral Precinct. The applicant therefore assesses the harm to heritage assets as a low level of less than substantial harm (substantial harm being of such a level as to drain the significance of the heritage asset).
- The six-storey building would be partially visible from some parts of the Conservation Area, including from Tower Street, Chapel Street and The Woolstaplers, though the building would be partially screened by the surrounding buildings.
- It has not been demonstrated how the six-storey building would impact wider views of the Cathedral.
- The proposal would not unacceptably affect light to any surrounding residential properties. The light to some of the proposed properties' habitable rooms would fall below BRE optimum levels due to the constraints of the site but an acceptable level of light would be achieved overall.
- The noise assessment concludes that the proposed properties would achieve a suitable standard of internal and external amenity with the recommended mitigation in place, including secondary glazing to listed frontages.
- There have been previous archaeological finds on the site, including part of a Roman bath house, which has been moved to the Novium Museum. There is a Roman mosaic under the floor of the House of Frazer building which would be preserved and moved to the Novium Museum by the developer. The proposed building would largely be within the footprint of the existing, however, a condition for archaeological investigation should be imposed on any permission.
- The proposal is a car-free scheme, with no parking proposed on site. This is a suitable location, as the site is within a very central, sustainable location, with nearby shops, services and public transport. Two dedicated EV car club spaces would be provided within the existing layby on West Street. The transport assessment concludes that the proposal would result in a reduction in traffic movements compared to those of the existing permitted use. The proposal would not have a severe impact on highway safety or capacity and would therefore accord with NPPF guidance.
- The proposal would be of sustainable construction with high-quality insulation, an Air Source Heat Pump system and water efficiency measures. It would achieve a significant reduction in carbon emissions compared to the Part L Building Regulations requirements.
- The site currently has a low biodiversity value. The proposal would exceed the required 10% uplift in biodiversity value, offering an improvement of over 965%.

Recommendation: The principle of the redevelopment of the site is supported. Concern is raised that the application may affect wider views of the Cathedral given the scale and

height of the proposed new building and its proximity to the Cathedral. Additional information such as an LVIA from the applicant should be required to ensure that the LPA can ensure that any impacts would not be unacceptable. A condition for archaeological investigation should be imposed should the applications be approved.

Week 13

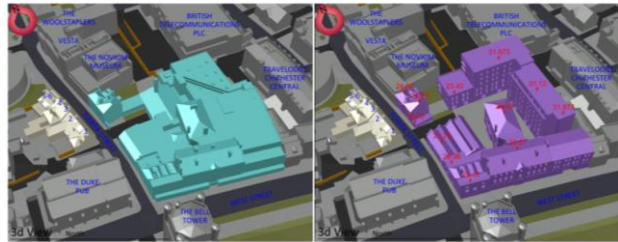
Note: There are no reports for any week 13 items, as the weekly list of applications registered in week 13 is not published until 25th March.

Plan extracts:

Site Location and Proposed Block Plan



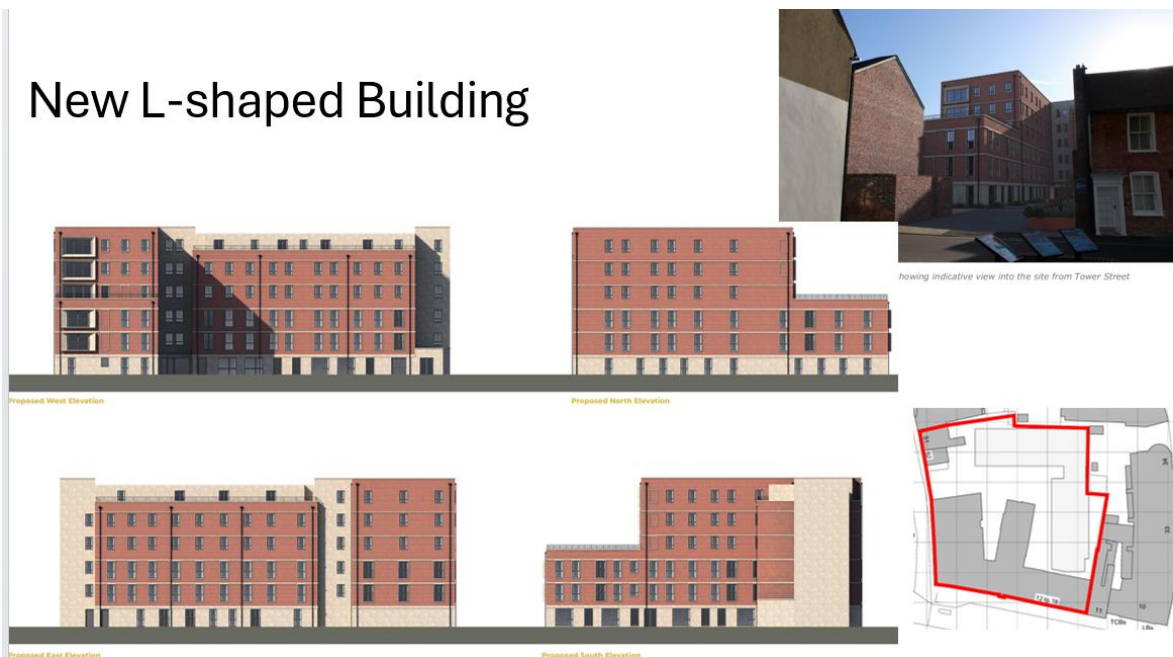
Existing & Proposed



Existing & Proposed Elevations – West St & Tower St



New L-shaped Building





Visualisation: Views into the site from Tower St & Chapel St

Ground, First & Second Floor Plans



Fourth & Fifth Floor & Roof Plans

[426738 - SCANNED EN \(CC 172\) 9 Worcester Road](#)

PL2026/37 - ENFORCEMENT MATTERS

Last modified: 2026-03-17

COPY

IMPORTANT - THIS COMMUNICATION AFFECTS YOUR PROPERTY

TOWN AND COUNTRY PLANNING ACT 1990
(as amended by the Planning and Compensation Act 1991)

**ENFORCEMENT NOTICE
BUILDING OPERATION**

ISSUED BY: CHICHESTER DISTRICT COUNCIL (“the Council”)

REFERENCE NUMBER: CC/172

1. **THIS NOTICE** is issued by the Council because it appears that there has been a breach of planning control, within paragraph (a) of Section 171A(1) of the above Act, at the land described below. The Council considers that it is expedient to issue this notice, having regard to the provisions of the development plan and to other material planning considerations. The Annex at the end of the notice and the enclosures to which it refers contain important additional information.

2. **THE LAND TO WHICH THE NOTICE RELATES**

Land at 9 Worcester Road, Chichester, West Sussex, PO19 5DJ (“the Land”), shown edged red on the attached plan (“the Plan”).

3. **THE BREACH OF PLANNING CONTROL ALLEGED**

Without planning permission, the erection of a shed in the approximate position shown on the attached plan.

4. **REASONS FOR ISSUING THIS NOTICE**

It appears to the Council that the above breach of planning control has occurred within the last four years.

The erection of a garden shed constitutes operational development. The site lies within the East Broyle estate, which is characterised by open areas of amenity space between residential properties, with private garden areas primarily located to the rear of the established building line.

The shed is located outside the curtilage of the dwelling, within open amenity space. It does not therefore benefit from permitted development rights and requires planning permission. The land in question is not considered to form part of the residential curtilage, as it comprises open space rather than private domestic garden.

The original garden was delineated by a brick wall immediately to the South of the dwelling, which has since been removed. The land beyond that wall formed part of the wider East Broyle estate open amenity space. The area is neither enclosed nor

used as part of the domestic garden. Accordingly, it does not constitute residential curtilage.

The development results in the loss of openness and the encroachment of built form into an area that makes a positive contribution to the open plan character of the estate. The development therefore causes harm to the character and appearance of the site and the surrounding area.

The development is contrary to Policies P2 and P5 of the Chichester Local Plan (2021–2039) and paragraph 135 of the National Planning Policy Framework.

The Council does not consider that planning permission should be granted, because planning conditions could not overcome these objections to the development.

5. WHAT YOU ARE REQUIRED TO DO

Steps required to secure compliance:

- i) Demolish the said shed shown in the approximate location on the attached plan.
- ii) Following compliance with step (i), remove all resultant debris from the Land.

6. TIME FOR COMPLIANCE:

Two months after this notice takes effect.

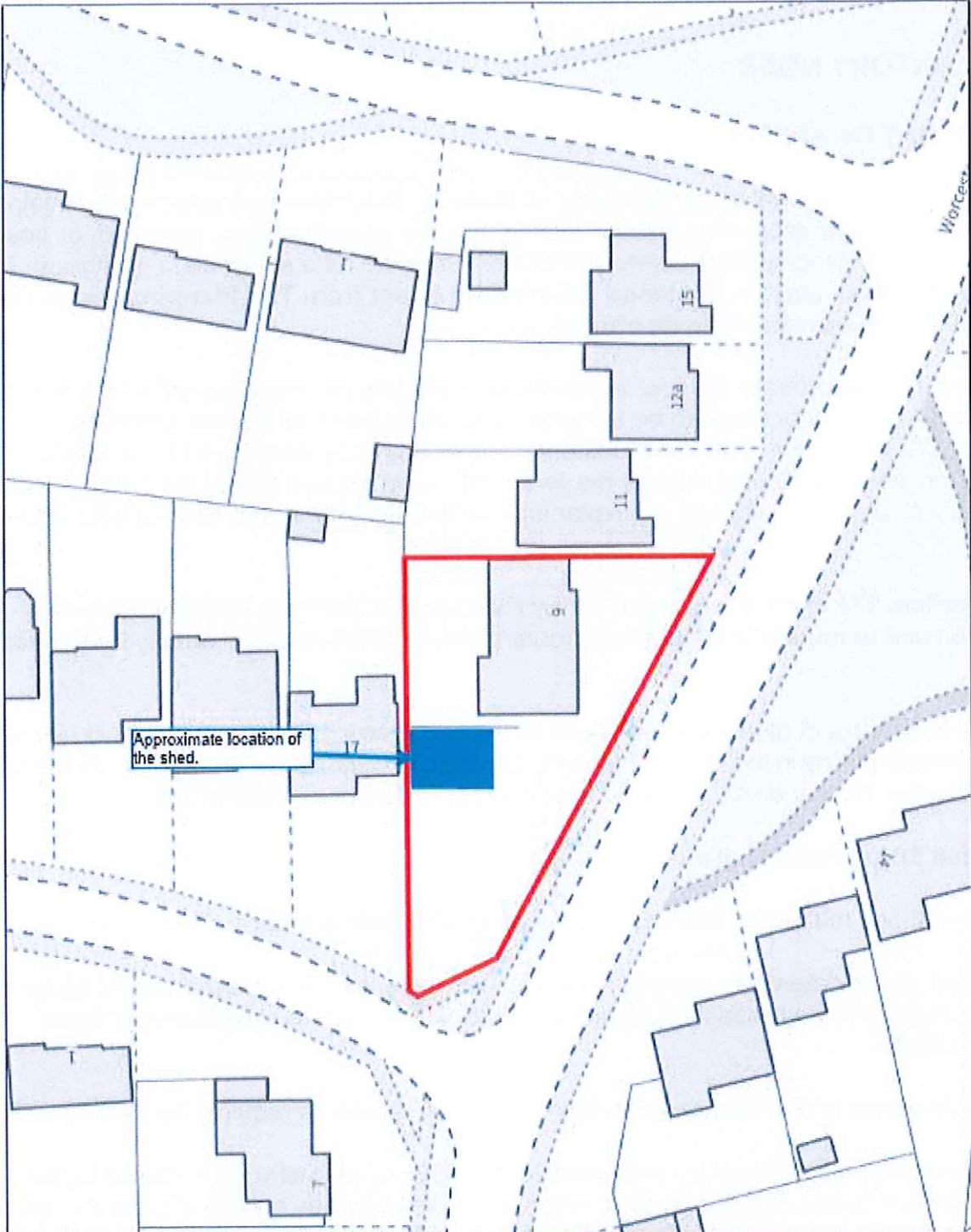
7. WHEN THIS NOTICE TAKES EFFECT

This notice takes effect on 27th April 2026, unless an appeal is made against it beforehand.

Dated: 16th March 2026

Signed: 
Principal Solicitor

on behalf of
Chichester District Council
East Pallant House
East Pallant
Chichester
West Sussex
PO19 1TY



9 Worcester Road Enforcement Notice Plan



© Chichester District Council

N Scale: 1:500

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Printed on: 2026-01-23 15:16:03 by jaspinal@CHICHESTER.GOV.UK

EXPLANATORY NOTE

YOUR RIGHT OF APPEAL

There is a right of appeal to the Secretary of State (at The Planning Inspectorate) against the notice. You can appeal against this Notice, but any appeal must be received, or posted in time to be received by the Secretary of State before the date specified in paragraph 7 of the Notice. **Please see the enclosed information sheet from The Planning Inspectorate which tells you how to make an appeal.**

The Planning Inspectorate produce a booklet entitled "Making your Appeal" which sets out your rights and the procedure to be followed. You can obtain this booklet either from Planning Inspectorate or from their Customer Support Unit by phoning 0117 3726372. The grounds on which an appeal may be made are set out in section 174 of the Town & Country Planning Act 1990. You will find an explanation of the grounds in the "Making your Appeal" booklet.

Under section 174 of the Town and Country Planning Act 1990 (as amended) you may appeal on one or more of the following grounds (not all of these grounds may be relevant to you)

- (a) that, in respect of any breach of planning control which may be constituted by the matters stated in the notice, planning permission ought to be granted or, as the case may be, the condition or limitation concerned ought to be discharged;
- (b) that those matters have not occurred;
- (c) that those matters (if they occurred) do not constitute a breach of planning control;
- (d) that, at the date when the notice was issued, no enforcement action could be taken in respect of any breach of planning control which may be constituted by those matters;
- (e) that copies of the enforcement notice were not served as required by section 172;
- (f) that the steps required by the notice to be taken, or the activities required by the notice to cease, exceed what is necessary to remedy any breach of planning control which may be constituted by those matters or, as the case may be, to remedy any injury to amenity which has been caused by any such breach;
- (g) that any period specified in the notice in accordance with section 173(9) falls short of what should reasonably be allowed.

If you decide to appeal, when you submit it, you should state in writing the ground(s) on which you are appealing against the enforcement notice and you should state briefly the

facts on which you intend to rely in support of each of those grounds. If you do not do this when you make your appeal the Secretary of State will send you a notice requiring you to do so within 14 days.

FEE PAYABLE FOR THE DEEMED APPLICATION

If you appeal under Ground (a) of Section 174(2) of the Town and Country Planning Act 1990, this is the equivalent of applying for planning permission for the development alleged in the notice. You should pay the fee by debit/credit card to the Customer Services Team at Chichester District Council on 01243 534734), which in the case of an enforcement appeal is **double** the amount for a normal planning application fee. Please see the attached Chichester District Council's Development Control Fees Schedule for a guideline on the **single** "deemed application" fee (also available on webpage https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)
Once the Ground (a) appeal has been submitted, please contact the Planning Enforcement Team either by email planningenforcement@chichester.gov.uk or telephone 01243 534734 to confirm the amount of fee payable.

The fee payable to the Local Planning Authority is £1,156. Payments can be made by Debit Card by calling the Customer Services Team on 01243 534734.

No fee is payable where the person who has appealed against the relevant enforcement notice had—

- (a) before the date when the notice was issued, made an application to the local planning authority for planning permission for the development to which the relevant enforcement notice relates (and had paid to the authority the fee payable in respect of that application); or
- (b) before the date specified in the notice as the date on which the notice is to take effect, made an appeal to the Secretary of State against the refusal of the local planning authority to grant such permission,

and at the date when the relevant enforcement notice was issued that application or, in the case of an appeal, at the date specified in the relevant enforcement as the date on which the notice is to take effect, that appeal had not been determined.

WHAT HAPPENS IF YOU DO NOT APPEAL

If you do not appeal against the Enforcement Notice, the Notice will take effect on the date specified in paragraph 7 indicated above and you must then ensure that the required steps for complying with it, and for which you may be held responsible are taken within the period/s specified in paragraph 6 of the Notice. Failure to comply with an enforcement notice that has taken effect is a criminal offence and can result in legal proceedings and or remedial action by the Council.

PERSONS SERVED WITH A COPY OF THIS ENFORCEMENT NOTICE

In accordance with the legislation, this Enforcement Notice has been served on the following individuals / organisations:

The Owners

1. Mr James Michael Lewis Darlow of 9 Worcester Road, Chichester PO19 5DJ
2. Mrs Jennifer Gail Darlow of 9 Worcester Road, Chichester PO19 5DJ
3. BARCLAYS BANK UK PLC of P.O. Box 187, Leeds LS11 1AN

The Enforcement Notice has been sent for information to the following individuals / organisations:

Other named Parties Chichester City Council (by email only)

TOWN & COUNTRY PLANNING ACT 1990 ENFORCEMENT Sections 171A, 171B, 172-177

s. 171A. Expressions used in connection with enforcement

(1) For the purposes of this Act—

- (a) carrying out development without the required planning permission; or
- (b) failing to comply with any condition or limitation subject to which planning permission has been granted, constitutes a breach of planning control.

(2) For the purposes of this Act—

- (a) the issue of an enforcement notice; or
- (b) the service of a breach of condition notice, constitutes taking enforcement action.

(3) In this Part “planning permission” includes permission under Part III of the 1947 Act, of the 1962 Act or of the 1971 Act. 1971 Act.

s.171B. Time limits

(1) Where there has been a breach of planning control consisting in the carrying out without planning permission of building, engineering, mining or other operations in, on, over or under land, no enforcement action may be taken after the end of the period of four years beginning with the date on which the operations were substantially completed.

(2) Where there has been a breach of planning control consisting in the change of use of any building to use as a single dwelling house, no enforcement action may be taken after the end of the period of four years beginning with the date of the breach.

(3) In the case of any other breach of planning control, no enforcement action may be taken after the end of the period of ten years beginning with the date of the breach.

(4) The preceding subsections do not prevent—

- (a) the service of a breach of condition notice in respect of any breach of planning control if an enforcement notice in respect of the breach is in effect; or
- (b) taking further enforcement action in respect of any breach of planning control if, during the period of four years ending with that action being taken, the local planning authority have taken or purported to take enforcement action in respect of that breach.]

s.172. Issue of enforcement notice

- (1) The local planning authority may issue a notice (in this Act referred to as an “enforcement notice”) where it appears to them—
 - (a) that there has been a breach of planning control; and
 - (b) that it is expedient to issue the notice, having regard to the provisions of the development plan and to any other material considerations.
- (2) A copy of an enforcement notice shall be served—
 - (a) on the owner and on the occupier of the land to which it relates; and
 - (b) on any other person having an interest in the land, being an interest which, in the opinion of the authority, is materially affected by the notice.
- (3) The service of the notice shall take place—
 - (a) not more than twenty-eight days after its date of issue; and
 - (b) not less than twenty-eight days before the date specified in it as the date on which it is to take effect.

s.173. Contents and effect of notice

- (1) An enforcement notice shall state—
 - (a) the matters which appear to the local planning authority to constitute the breach of planning control; and
 - (b) the paragraph of section 171A(1) within which, in the opinion of the authority, the breach falls.
- (2) A notice complies with subsection (1)(a) if it enables any person on whom a copy of it is served to know what those matters are.
- (3) An enforcement notice shall specify the steps which the authority require to be taken, or the activities which the authority require to cease, in order to achieve, wholly or partly, any of the following purposes.
- (4) Those purposes are—
 - (a) remedying the breach by making any development comply with the terms (including conditions and limitations) of any planning permission which has been granted in respect of the land, by discontinuing any use of the land or by restoring the land to its condition before the breach took place; or
 - (b) remedying any injury to amenity which has been caused by the breach.
- (5) An enforcement notice may, for example, require—
 - (a) the alteration or removal of any buildings or works;
 - (b) the carrying out of any building or other operations;
 - (c) any activity on the land not to be carried on except to the extent specified in the notice;or
 - (d) the contour of a deposit of refuse or waste materials on land to be modified by altering the gradient or gradients of its sides.
- (6) Where an enforcement notice is issued in respect of a breach of planning control consisting of demolition of a building, the notice may require the construction of a building (in this section referred to as a “replacement building”) which, subject to subsection (7), is as similar as possible to the demolished building.
- (7) A replacement building—
 - (a) must comply with any requirement imposed by any enactment applicable to the construction of buildings;
 - (b) may differ from the demolished building in any respect which, if the demolished building had been altered in that respect, would not have constituted a breach of planning control;

(c) must comply with any regulations made for the purposes of this subsection (including regulations modifying paragraphs (a) and (b)).

(8) An enforcement notice shall specify the date on which it is to take effect and, subject to sections 175(4) and 289(4A), shall take effect on that date.

(9) An enforcement notice shall specify the period at the end of which any steps are required to have been taken or any activities are required to have ceased and may specify different periods for different steps or activities; and, where different periods apply to different steps or activities, references in this Part to the period for compliance with an enforcement notice, in relation to any step or activity, are to the period at the end of which the step is required to have been taken or the activity is required to have ceased.

(10) An enforcement notice shall specify such additional matters as may be prescribed, and regulations may require every copy of an enforcement notice served under section 172 to be accompanied by an explanatory note giving prescribed information as to the right of appeal under section 174.

(11) Where—

(a) an enforcement notice in respect of any breach of planning control could have required any buildings or works to be removed or any activity to cease, but does not do so; and

(b) all the requirements of the notice have been complied with, then, so far as the notice did not so require, planning permission shall be treated as having been granted by virtue of section 73A in respect of development consisting of the construction of the buildings or works or, as the case may be, the carrying out of the activities.

(12) Where—

(a) an enforcement notice requires the construction of a replacement building; and

(b) all the requirements of the notice with respect to that construction have been complied with, planning permission shall be treated as having been granted by virtue of section 73A in respect of development consisting of that construction.

s.173A. Variation and withdrawal of enforcement notices

(1) The local planning authority may—

(a) withdraw an enforcement notice issued by them; or

(b) waive or relax any requirement of such a notice and, in particular, may extend any period specified in accordance with section 173(9).

(2) The powers conferred by subsection (1) may be exercised whether or not the notice has taken effect.

(3) The local planning authority shall, immediately after exercising the powers conferred by subsection (1), give notice of the exercise to every person who has been served with a copy of the enforcement notice or would, if the notice were re-issued, be served with a copy of it.

(4) The withdrawal of an enforcement notice does not affect the power of the local planning authority to issue a further enforcement notice.

[CCC P_C - update on bus shelters - 2026-03-26](#)

PL2026/40 - UPDATE ON NEW BUS SHELTERS IN THE CITY

Last modified: 2026-03-18



Chichester City Council

Bus shelters - report to the Planning and Conservation Committee - 26 March 2026

New bus shelters

City Council Officers have been in discussion with West Sussex County Council as part of the Bus Service Improvement Plan (BSIP) works to upgrade the bus stop facilities along some of the main arterial routes originating from Chichester.

The first route being worked on is the 51 route between Chichester and Selsey and it is proposed that the City Council installs bus shelters on the outbound route as follows:

- The Hornet (north side) outside one of the fire exits for St Agnes Place – this location is regularly viewed as a problem as people waiting for buses sit on the steps from the fire exit, causing a potential blockage in the event that residents need to exit due to a fire alarm. It is hoped that installing a shelter with a bench will reduce and/or remove this potential hazard.
- Whyke Road (east side) next to the junction with Willowbed Drive – this location already has a City Council bench. The Council has received a number of requests over the years for a shelter so it is felt that the opportunity should be taken to install a shelter in a location with the physical space to provide the facility.

Both of these shelters will be paid for from the BSIP and installed by the City Council's regular contractors, GW Shelters, with the County Council providing the necessary licences after a short consultation with local residents.

District Council Planning and West Sussex Police will be invited to comment on the proposals but, as the installation is allowed under Permitted Development, it is hoped that this process will be relatively straightforward.

The quote for these two shelters is £14,859.

Both locations currently have the Realtime Passenger Information (RTPI) displays so no further costs will be incurred for these.

During the discussions with the County Council about bus shelters, it was proposed to restart the Lavant Road bus shelter project.

As a reminder, this is for the bus stop on the outbound route, outside 1 Lavant Road, opposite the Lavant Road Doctor's surgery.

This project was recently halted due to changes to the licencing process and the extra resources the City Council would need to commit to complete the necessary procedures prior to installation.

West Sussex County Council has indicated that it will broaden the BSIP funded project to this bus stop in advance of work on the improvements for the 60 route.

The City Council has been advised that this support will include assistance with the licencing process and also funding for purchase of the shelter with the City Council picking up the cost of installation which has been quoted at £1,150. This includes work to broaden the footpath within

the existing highway boundary to allow sufficient space for pedestrians to pass the shelter when it is in use.

This stop is close to the Parish boundary and, as such, Officers advise that it is not necessary to add an RTP1 display which would add significantly to the cost.

The Deputy Town Clerk has indicated that there are sufficient funds in the Bus Shelter Earmarked Reserve to fund the City Council's share of the Lavant Road shelter.

Officer recommendation: That City Council Officers continue to work with West Sussex County Council Officers to progress the three bus shelters to the installation stage as part of the Bus Service Improvement project.

Further, that the new bus shelters are added to the City Council's asset list and to the cleaning and inspection regime at an additional cost of £140 + VAT per shelter per year.

It is recommended that the Committee delegate authority to monitor the project to the Chair of the Committee and the Town Clerk, with consent to assess and approve any additional funding, up to the Clerk's discretionary authority, in the event of unforeseen extra costs arising.

Bench at bus stop on Stockbridge Road

Further to the resolution made by the Planning and Conservation Committee at its meeting held on 17 July 2025 (minute 22 refers), Officers have been progressing the licence application with West Sussex County Highways.

As a reminder, this bench was requested by County Councillor Sarah Sharp further to changes to the Stagecoach 52 bus route.

This bus service no longer stops inside the bus station so the proposal was to install a bench under the canopy on the Stockbridge Road side of the bus station building so that bus users can sit under the shelter of the canopy while waiting for buses to arrive.

As the 52 service stops outside the residential and care homes further south along Stockbridge Road, it was felt that the provision of the bench would be of particular use for those residents.

Following a site survey, County Highways have agreed a public consultation process for a location in front of the large Stagecoach offices window immediately under the canopy.

The consultation will run from Thursday 19 March 2026 for 28 days with comments being sent directly to the County Council for consideration.

If no adverse comments are received, a licence should be issued and the installation can proceed within the budget approved at the July 2025 meeting of the Committee of £1,500.

Council Services and Support Manager
18 March 2026

[ST01_Application_form - Sussex BRFF - Sunday 28th June 2026 - redacted](#)

PL2026/41 - STREET TRADING CONSENT APPLICATION

Last modified: 2026-03-04



FORM: ST01

Case Reference Number:
(office use only)

LICENSING AUTHORITY

Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex, PO19 1TY

Application for a Street Trading Consent

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

1. Your personal details										
TITLE Please tick ✓	Mr	Y	Mrs		Miss		Ms		Other (please state)	
Surname	[REDACTED]									
Forename(s)	[REDACTED]									
I am 18 years old or over. Please tick ✓								Yes	Y	No
HOME ADDRESS (we will use this address to correspond with you unless you complete the separate correspondence box below)										
[REDACTED]										
Post town Ipswich					Post code IP3 0PD					
TELEPHONE NUMBER(S)										
Daytime	[REDACTED]									
Evening	[REDACTED]									
Mobile	[REDACTED]									
EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)										
info@regenerativefoods.co.uk										
Address for correspondence associated with this application (if different to the address above)										
Post town					Post code					
TELEPHONE NUMBERS										
Daytime										
Evening										

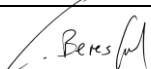
Mobile	
EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

2. Company/Organisation details (if applying on behalf of)	
Name of company/organisation	Earth Events Limited
Company/organisation address	
[REDACTED]	
Post town Ipswich	Post code IP3 0PD
TELEPHONE NUMBER(S)	
Daytime	[REDACTED]
Evening	[REDACTED]
Mobile	[REDACTED]
EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	
info@regenerativefoods.co.uk	

3. Proposed Street Trading consent details (dates, days and numbers etc)							
Name/Nature of proposed market/event	Sussex Biodiversity & Regenerative Food Festival						
Name of street(s)/location(s) of proposed market/event	East Street & North Street						
Number of pitches/areas applied for	40						
Maximum number of traders which will be present	40						
Date(s) of proposed market/event	28 th June 2026						
Total number of days of proposed market/event (duration of event)	1						
Proposed days of trading (Please tick✓)	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Proposed trading times on each day specified above	-	-	-	-	-	-	10:00 – 16:00
Please indicate which week/s of the month you will be trading (please circle)							4 th

4. Additional information for proposed Street Trading consent (stalls, insurance, purpose etc)			
Description of products/goods	<p>The festival will bring together and celebrate the producers, retailers and organisations that contribute to a regenerative local food system and a wilder, more nature filled region.</p> <p>There will be a collection of regenerative & organic growers, bakers, makers, street food vendors, crafters, charities, community groups and more!</p> <p>The areas of focus for this year's event are:</p> <ul style="list-style-type: none"> • Regenerative, organic & agroecological food production • Nature, wildlife & landscape regeneration • Organic gardening and heritage seeds & plants • Sustainable and natural fibres • Community engagement in the natural world • Fermented and preserved foods • Local artisanal crafts <p>Items on sale will include the following: Food (sweet and savoury), sustainable clothing, ethical cosmetics, drinks, jewellery and arts and crafts.</p>		
Arrangements and times of setting up/dismantling/removal stalls	07:30 – 10:00 setup 16:00 – 17:00 breakdown		
Is this Street Trading Consent being applied for Charitable purposes (Please tick ✓)	<input type="checkbox"/>	No	If yes – registered charity name and number
Name of Insurance Company for Public Liability (min £5 million pound cover). Copy of current certificate MUST be provided	Protectivity Insurance		

5. Checklist		
I have within this application	Please tick	✓ yes
• Enclosed a copy of the current Certificate(s) of Public Liability Insurance	<input type="checkbox"/>	Y
• Enclosed a completed copy of the relevant risk assessment(s)	<input type="checkbox"/>	Y
• Enclosed a plan depicting the number and layout of the traders/pitches/areas for the proposed market/event	<input type="checkbox"/>	Y
• Enclosed a description of products/goods proposed to be sold	<input type="checkbox"/>	Y
• Made or enclosed payment of the requisite fee for this Street Trading application	<input type="checkbox"/>	

6. Declaration			
I (the undersigned) apply for the grant/renewal of a Street Trading Consent on the terms set out above and declare that information contained in this form is correct to the best of my knowledge and belief.			
Signature		Print name: Lewis Beresford	Date: 08/01/26

GUIDANCE NOTES

1. It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a Street Trading Consent. A person is to be treated as making a false statement if he produces, furnishes, signs, or otherwise makes use of a document that contains a false statement. To do so a person could receive a fine of up to £1000.
2. It is also an offence to trade at a different place or at different times to those specified in the Street Trading Consent.
3. The fee for Street Trading Consent is as follows: £778.00 for application (one day event). Plus £778.00 for each additional day of the event thereafter. Please note if the event is for charitable purposes or managed by another service of Chichester District Council different fees apply. Please contact the Licensing Team.

[Fire Risk Assessment - Sussex BRFF - Sunday 28th June 2026 - redacted](#)

PL2026/41 - STREET TRADING CONSENT APPLICATION

Last modified: 2026-03-04

Fire Risk Assessment

Sussex Biodiversity & Regenerative Food Festival – 28th June 2026

East Street & North Street, Chichester, PO19 1HA

Lewis Beresford, Earth Events Limited | info@regenerativefoods.co.uk, [REDACTED]

Activity Description	Hazard Description	Persons Susceptible	Existing Control Measures
Cooking provided by catering stalls	Burns from grills Fire from electrical fault	Site managers, traders and members of the public.	Cooking will take place away from visitors. Only trained caterers can access cooking equipment. All equipment PAT tested. All gas equipment certified. Caterers using LPG spaced out 6m + Fire extinguishers are available to use only if safe to do so.

Electrical Equipment	Fire – source of ignition	Site managers, traders and members of the public.	All electrical equipment to be checked and PAT tested before being plugged in.
Soft furnishings	Fire – if flammable	Site managers, traders and members of the public.	All soft furnishings are fire retardant and comply with health and safety regulations.
Rubbish	Fire – rubbish (polystyrene food containers, paper napkins, plastic cutlery, plastic cups) could catch alight	Site managers, traders and members of the public.	Site managers to monitor levels of rubbish in each area and direct traders to ensure that there is no build up in any one area.
Crowding	In event of fire a crowded area can prevent people making a safe exit	Site managers, traders and members of the public.	All emergency access routes to be kept clear and unobstructed at all times. Site managers to monitor pinch points.
Detecting a fire	Fire needs to be detected quickly to give optimum time for evacuation	Site managers, traders and members of the public.	Traders to alert site managers if a fire breaks out.
Evacuation procedure	In event of fire, evacuation procedure must be flexible and swift	Site managers, traders and members of the public.	Site managers to guide evacuation and lead traders and public to safety. Site managers will liaise with fire-fighting staff on arrival.

Medical Care	Should a fire occur, medical care will be needed	Site managers, traders and members of the public.	In event of fire call 999 and request ambulance and fire services.
Emergency Access	Fire engines and ambulances must have unobstructed access	Site managers, traders and members of the public.	Access to East Street and North Street will be kept clear at all times. No vehicles will be parked on site.
Fire Extinguishers	In event of fire, on site extinguishers required to stop fire early	Site managers, traders and members of the public.	Both foam and powder extinguishers available. Site managers trained in how to use fire-fighting equipment.
Smoking	Fire – source of ignition	Site managers, traders and members of the public.	Smoking is not permitted by the traders

[Risk Assessment - Sussex BRFF - Sunday 28th June 2026 - redacted](#)

PL2026/41 - STREET TRADING CONSENT APPLICATION

Last modified: 2026-03-04

Risk Assessment

Sussex Biodiversity & Regenerative Food Festival – 28th June 2026

East Street & North Street, Chichester, PO19 1HA

Lewis Beresford, Earth Events Limited | info@regenerativefoods.co.uk, [REDACTED]

Activity Description	Hazard Description	Persons Susceptible	Existing Control Measures	Hazard Severity	Likelihood	Impact
Setting up and taking down the market.	Personal injury. Damage to vehicles.	Site managers, traders and members of the public.	Site managers have Hi-Vis jackets, high grip gloves are used in cold weather and safety footwear is worn.	Med	Low	Low
Market signage.	Signs can be blown around in high winds.	Site managers, traders and members of the public.	Site managers to ensure banners, 'A' Boards and flags are secured in place with adequate weights. If winds are considered to be dangerous, signs to be taken down.	Med	Low	Low
Steps and obstacles.	Personal injury.	Site managers, traders and members of the public.	Site managers sweep the site before setup begins and again before trading commences to ensure any trip hazards are removed.	Low	Low	Low

			<p>Site managers to ensure disabled access is in place.</p> <p>Traders to store spare stock within the bounds of their pitch and avoid walkways.</p>			
Trader vehicles move next to the site at the beginning and end of the market to unload and load.	<p>Personal injury.</p> <p>Damage to vehicles.</p>	Site managers, traders and members of the public.	<p>Traders are requested to move slowly next to the site with hazards on only during market set-up and breakdown.</p> <p>They are requested to consider others when unloading.</p>	Med	Low	Low
Gazebos being erected/dismantled.	<p>Personal injury.</p> <p>Damage to vehicles.</p>	Site managers, traders and members of the public.	<p>Traders are requested to show due care and attention to members of the public/vehicles on site.</p> <p>Gazebos are weighted as soon as they are set up.</p>	Med	Low	Low
Gazebos become unstable in high winds.	<p>Gazebos can be damaged by high winds.</p> <p>Personal injury.</p>	Site managers, traders and members of the public.	<p>Gazebos are required to have sufficient weights for all weather conditions.</p> <p>Any gazebos without adequate weights will be taken down.</p> <p>Site managers monitoring weather and gazebos throughout the day.</p>	Med	Low	Low
Equipment has to be transported from storage to site (including weights, gazebos, signs).	Personal injury.	Site managers and traders.	<p>Site managers have manual handling training.</p> <p>Trolleys used to aid transport.</p>	Low	Low	Low

Traders delivering produce to stall.	Personal injury.	Site managers, traders and members of the public.	Produce is handled in a safe and hygienic manner by trained staff only.	Low	Low	Low
Check site for hazards to public after all gazebos have been erected.	Personal injury.	Site managers, traders and members of the public.	Ensure pathways are safe to use. Ensure no trailing cables etc. are in a location used by public.	Low	Low	Low
Grease on roadway.	Personal injury.	Site managers, traders and members of the public.	Traders ensure site underneath cooking area is covered to prevent grease settling. Site managers to check this during setup.	Low	Low	Low
Vehicles attempt to enter the market site whilst market is in attendance.	Personal injury. Damage to vehicles.	Site managers, traders and members of the public.	Trader's and public vehicles are not permitted on the site.	Low	Low	Low
Bottled gas is used by some hot food stalls.	Personal injury.	Site managers, traders and members of the public.	Gas certificates held by relevant traders Traders are required to have a fire extinguisher on their stall. Site managers have multipurpose extinguishers that are serviced annually.	Med	Low	Low
Food samples and supply of food items.	Personal injury.	Site managers, traders and members of the public.	All food and drink traders are requested to provide proof of hygiene inspection, and appropriate public, product liability insurance annually. Traders have in place cleaning regimes for equipment and surfaces at stalls where food is stored.	Low	Low	Low

			Stalls with high risk or unsealed food to have in place hand wash facilities with hot and cold water, soap and hygienic hand drying materials. Site managers to check these are in place during setup.			
External temporary electrical cabling is in use.	Personal injury.	Site managers, traders and members of the public.	All electrical equipment on site should be PAT tested annually. Use correctly rated circuit breakers to protect circuit. Regularly examine and test. Cabling is secured in place and positioned away from walkways.	Low	Low	Low
Fire potential.	Personal injury.	Site managers, traders and members of the public.	In case of fire, site managers and traders must advise public of safe areas. Site managers are trained in emergency action. Fire extinguishers to be tested annually.	High	Low	Low
Incidents and accidents.	Personal injury.	Site managers, traders and members of the public.	All incidents and accidents to be reported to the site managers and recorded. All incidents and accidents to be reviewed and appropriate action taken to avoid repetition. A first aid kit is available for use.	Low	Low	Low

[Site Plan \(EAST STREET-DRAFT\) - Sussex BRFF - Sunday 28th June 2026](#)

PL2026/41 - STREET TRADING CONSENT APPLICATION

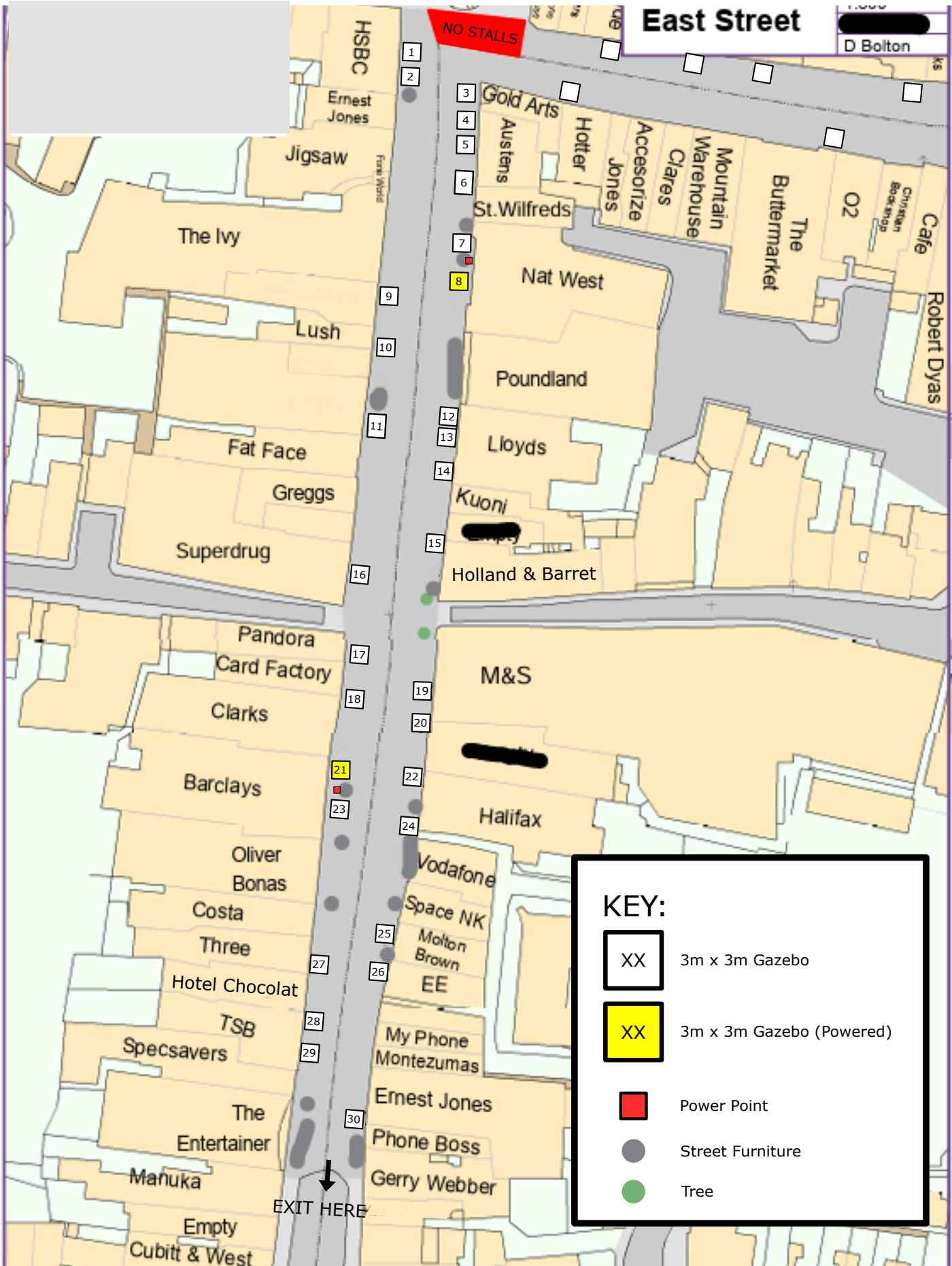
Last modified: 2026-03-04

SUSSEX

Biodiversity & Regenerative

FOOD FESTIVAL

SUNDAY 28TH JUNE | EAST & NORTH ST



[Site Plan \(NORTH STREET-DRAFT\) - Sussex BRFF - Sunday 28th June 2026](#)

PL2026/41 - STREET TRADING CONSENT APPLICATION

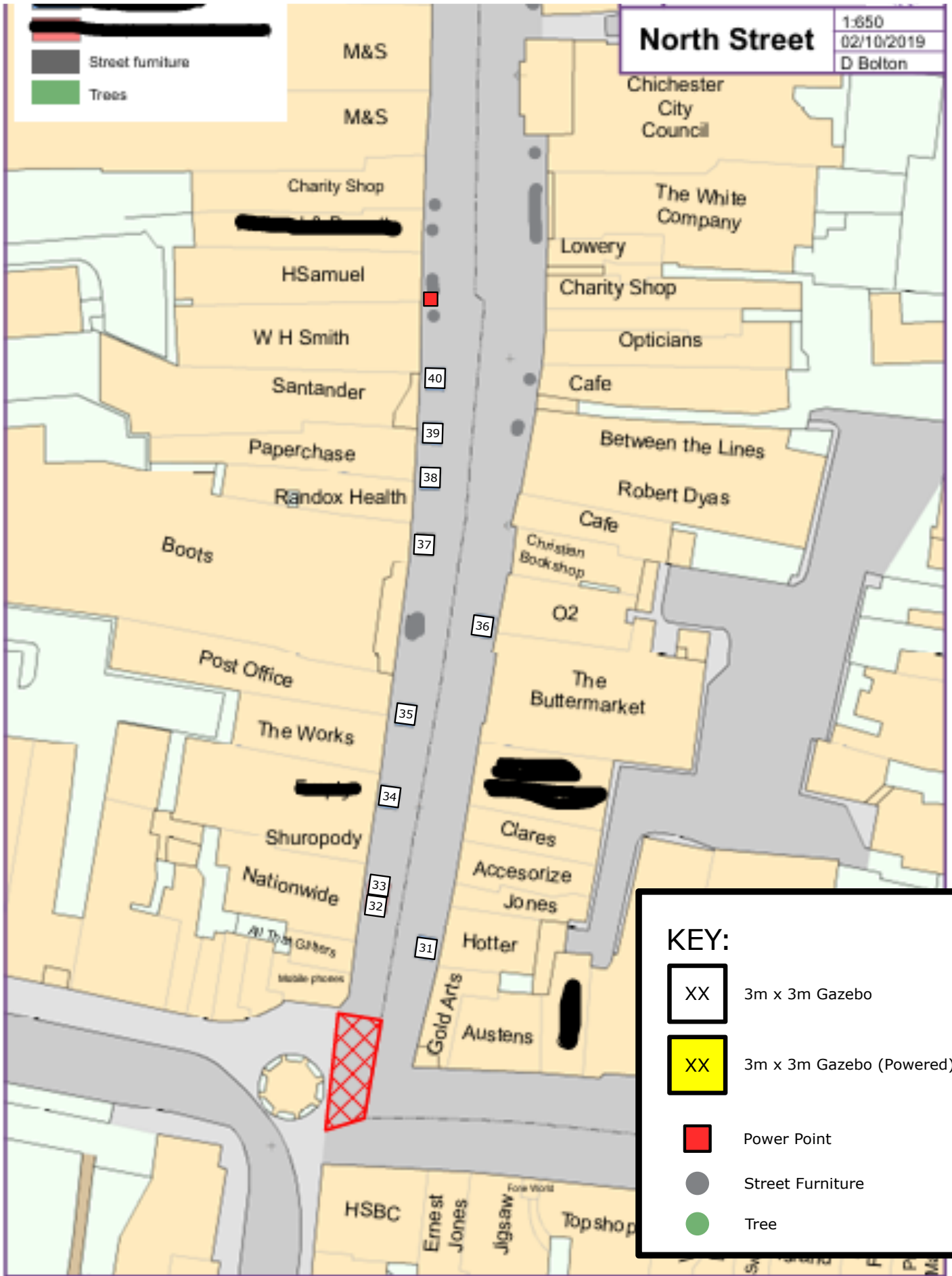
Last modified: 2026-03-04

SUSSEX

Biodiversity & Regenerative

FOOD FESTIVAL






SUNDAY 28TH JUNE | EAST & NORTH ST



[East Street indicative layout or stall space](#)

PL2026/41 - STREET TRADING CONSENT APPLICATION

Last modified: 2026-03-18

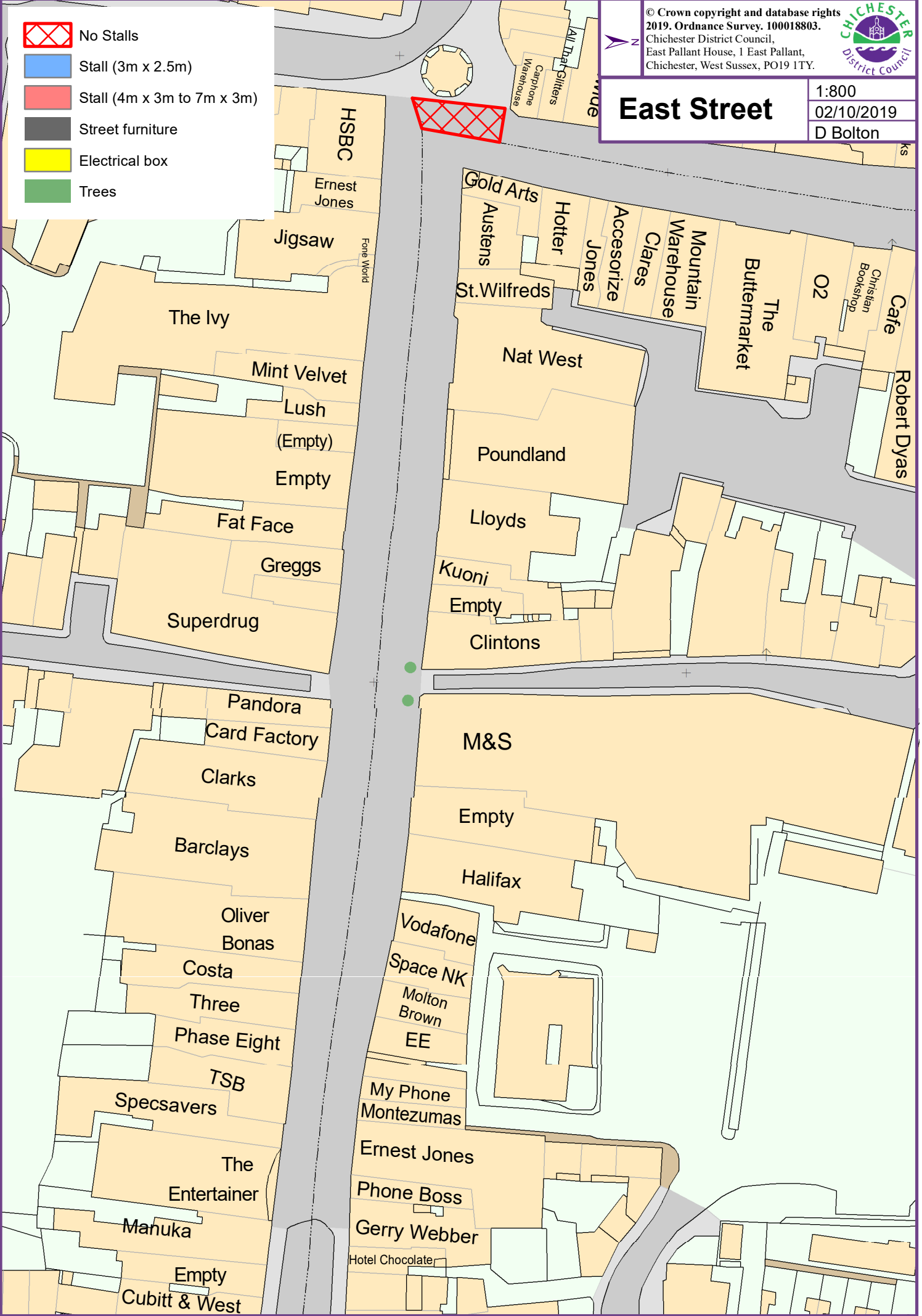
-  No Stalls
-  Stall (3m x 2.5m)
-  Stall (4m x 3m to 7m x 3m)
-  Street furniture
-  Electrical box
-  Trees

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 2019. Ordnance Survey. 100018803.
 Chichester District Council,
 East Pallant House, 1 East Pallant,
 Chichester, West Sussex, PO19 1TY.



East Street

1:800
 02/10/2019
 D Bolton



[North Street indicative layout or stall space](#)

PL2026/41 - STREET TRADING CONSENT APPLICATION

Last modified: 2026-03-18



No Stalls



Stall (3m x 2.5m)



Stall (4m x 3m to 7m x 3m)



Street furniture



Trees



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Chichester District Council,
East Pallant House, 1 East Pallant,
Chichester, West Sussex, PO19 1TY.

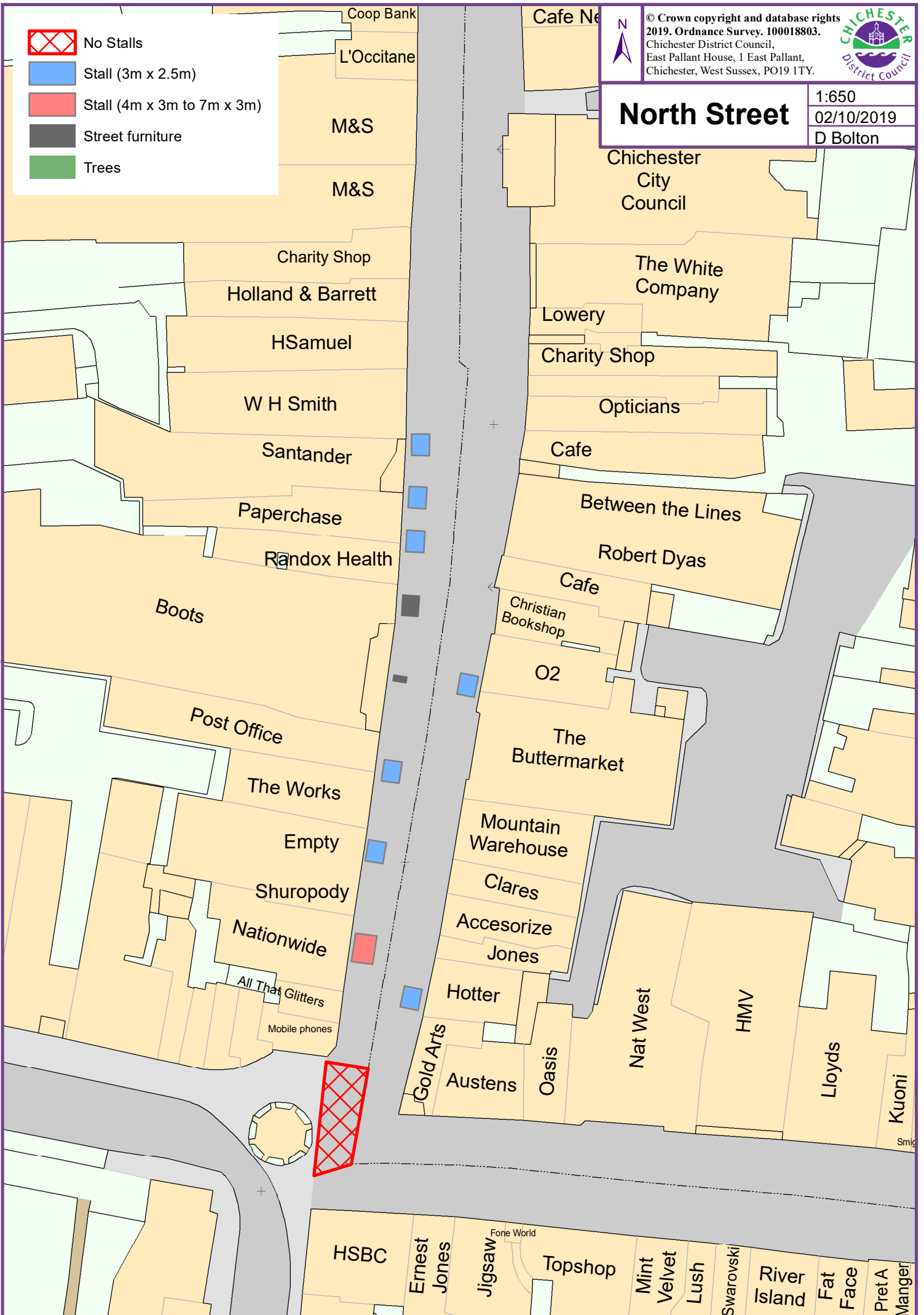


North Street

1:650

02/10/2019

D Bolton



[Risk Assesment Cross Market More 2026](#)

PL2026/41 - STREET TRADING CONSENT APPLICATION

Last modified: 2026-03-19

Risk Assessment Form



Assessment for (provide full details of the activity/location/ equipment)

Chichester Cross Market & More Artisan Markets

**Chichester city centre
East Street & North Street**

Sunday 26th April 2026 (10am until 4pm)
Sunday 4th October 2026 (10am until 4pm)

Estimate of Risk – L = Likelihood S = Severity O = Overall / 1 = Low 2 = Medium 3 =

Overall Score	Level of Risk	Action Required
1-2	Low	Acceptable – No further action needed, but ensure controls are maintained
3-4	Medium	Tolerable but look to improve controls, where possible
6-9	High	Unacceptable – Take immediate action. Further controls are needed

High

Date of assessment

12th March 2026

Assessment ref. no. (if applicable)

Assessment review date

**24th April 2026
1st October 2026**

Assessor's name

Frances Clayton

Contact number

01243 534242

Manager's name	Laurence Foord	Contact number	01243 534742						
Who might be harmed	Staff <input checked="" type="checkbox"/> Members of the Public <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Visitors <input type="checkbox"/> Other employers employees on site <input checked="" type="checkbox"/>								
What are the hazards?	What are you already doing to eliminate or control risk?	Estimate of risk (see box above)			What further action is necessary to eliminate or control risk?	Action by (who)?	Action by (when)?	Action completed (date)	
		L	S	O					
Setting up and dismantling Market Stalls		1	1	1					
Tripping or contact hazard during stall erection process	Traders are responsible for the erection of their own stall/vehicle, and they are to follow their own existing risk assessments and instruction manuals for their gazebo/vehicle. All traders are setting up to an agreed site plan on which they have been briefed. Plan is sent to traders' 1-2 weeks prior to market.	1	2	2	On day ensure that all traders know where they are placed	Frances Clayton	Ongoing		
Manual handling hazard during stall erection	Traders to do within setup instructions of own gazebo	1	2	2					

<p>Collision between vehicles and / or stallholders' vehicles, other vehicles and / or pedestrians during the setting up of stalls within the pedestrianised area. Also damage to street or shop fronts.</p>	<p>All employees to wear high visibility clothing. Market Co-ordinator to oversee and co-ordinate activities with other briefed staff. Each vehicle will be directed under the supervision of a marshal to their allocated pitch and will drive no faster than 5 mph. Erection procedure blocks street, which positively slows down traffic and controls movement of vehicles within the site. All vehicles to be removed from the area by 09.30 to parking areas. Stallholders when unloading are instructed to keep central brick part of highway clear and to follow setting up instructions. Any HGV to be stopped and guided by CDC staff to pass by on brick area only. Any stallholder trailer to be used as trading pitch shall be guided into position under the supervision of CDC staff. Email sent to all stallholders setting out requirements prior to the market. Traders only to pack down at end of market otherwise risk of collision</p>	<p>1</p>	<p>2</p>	<p>2</p>				
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Operation of Market								
Electrocution hazard from stalls with electricity supply	Circuits protected by circuit breakers within electrical box on High Street. Outdoor connectors used. CDC electrical equipment and connecting cables to be tested at PAT testing. Fault reporting system to be in place. Stallholders must demonstrate that any electrical equipment has been tested and is safe to use.	1	3	3				
Tripping hazard from stalls with electricity supply	Cable connections to be behind stall away from walkway, or suitably covered, marked and secured.	1	2	2				
Tripping hazard from goods sold at pitches	Goods sold to be confined to within one metre of stall. Where goods displayed without a outside footprint of stall market manager shall ensure appropriate storage / display arrangements	1	2	2				

<p>Injury by stall collapse in high winds</p>	<p>Local weather reports monitored in advance. Use of side and back sheets to be restricted in high winds (to be determined by event co-ordinator prior to market and assessed on site during whole trading period). Note will have to be taken into account of traders gazebos as some may not be wind proof as the CDC FM gazebos. All gazebos to have weights on legs and ground touching points. All stall components to be located at each stall for quick access if needed. Canopies to be lowered where wind may cause stalls to collapse.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Watching Brief is kept week of market. If wind gusts are over 33mph then advice market should be cancelled due to nature of traders gazebos not being as wind proof. Will ask traders to bring extra weights.</p>	<p>Frances Clayton</p>	<p>Ongoing</p>	
<p>Risk of obstructing access to the highway and surrounding buildings</p>	<p>North and East Street will be similar set up to CDC Farmers Market. Extensive briefings and consultation held with, CDC, Health and Safety team, WSCC, Highways etc, to agree a site plan which spreads stalls out and located them in the safest places. Emergency vehicles to be able to pass through market on brick paved area at all times, Emergency access maintained throughout market at all times by the market manager.</p>	<p>1</p>	<p>1</p>	<p>1</p>				

Inadequate Food Hygiene	All food vendors must hold a Food Hygiene Ratings of 4 or above, and must provide any relevant food safety certificates at time of booking their pitch. All foods are protected from contamination from the public either by protective wrapping or protective plastic screens All fridges used are monitored to ensure temperatures are within food safety levels Washing facilities are readily available behind the stalls. This includes anti-bacterial hand wash.	1	2	2				
Allergies	All food vendors must be able to provide a list of all the ingredients used if requested and allergy information to be available on request if not clearly signposted.	1	2	2				
Dangerous Equipment	Knives are kept behind the relevant stalls for use by the stall holder. Food stalls provided a shield to protect public from hot food equipment.	1	1	1				
General								
Weather/light/sunburn/heatstroke	Wear appropriate protective clothing, hats Use suncream Carry drinking water	1	1	1				
Theft or damage to traders produce	All Traders either their own, or are under CDC or Chichester College to have Public Liability Insurance. Expensive produce not to be displayed at front of stalls.	1	1	1	All parties.			

<p>Terrorist Threat/Hostile Vehicles. Attack by person/s on foot or in a vehicle</p>	<p>Ahead of the event, gather and monitor any intelligence from UK and local anti-terrorist organisations/partners. Monitor UK current threat levels and assess if additional security or protection is needed. make stand holders aware of “Run, Hide, Tell” guidance and to make the market manager aware of any suspicious activity or packages. HVM: where possible ensure stands are away from entrances to the pedestrian zones and advise stand holders to call emergency services immediately if ever there is an incident</p>	1	3	3	<p>Watching brief on any local or national terrorist alerts or warnings. Addition of security personnel and HVM if a threat becomes heightened.</p>	Frances Clayton	Ongoing	
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[Street Trading Consent application - CM_M 2026](#)

PL2026/41 - STREET TRADING CONSENT APPLICATION

Last modified: 2026-03-19



FORM: ST01

Case Reference Number:
26/00471/STRTRC

LICENSING AUTHORITY

Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex, PO19 1TY

Application for a Street Trading Consent

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

1. Your personal details										
TITLE (Please tick✓)	Mr		Mrs		Miss		Ms	X	Other (please state)	
Surname	Clayton									
Forename(s)	Frances									
I am 18 years old or over. Please tick ✓								Yes	X	No
HOME ADDRESS (we will use this address to correspond with you unless you complete the separate correspondence box below)										
Chichester District Council East Pallant House East Pallant										
Post town Chichester					Post code PO19 1TY					
TELEPHONE NUMBER(S)										
Daytime	01243 534740									
Evening										
Mobile										
EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail) fclayton@chichester.gov.uk										
Address for correspondence associated with this application (if different to the address above)										
Post town					Post code					
TELEPHONE NUMBERS										
Daytime										

Evening	
Mobile	
EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

2. Company/Organisation details (if applying on behalf of)	
Name of company/organisation	Chichester District Council
Company/organisation address	
East Pallant House East Pallant	
Post town Chichester	Post code PO19 1TY
TELEPHONE NUMBER(S)	
Daytime	01243 534740
Evening	
Mobile	
EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail) fclayton@chichester.gov.uk	

3. Proposed Street Trading consent details (dates, days and numbers etc)							
Name/Nature of proposed market/event	Chichester Destination Market – Cross Market & More Artisan Market						
Name of street(s)/location(s) of proposed market/event	East Street, North Street - Chichester						
Number of pitches/areas applied for	45						
Maximum number of traders which will be present	45						
Date(s) of proposed market/event	Sunday 26 th April 2026 Sunday 4 th October 2026						
Total number of days of proposed market/event (duration of event)	1						
Proposed days of trading (Please tick✓)	Mon	Tues	Weds	Thurs	Fri	Sat	Sun X
Proposed trading times on each day specified above	-	-	-	-	-	-	10am -4pm
Please indicate which week/s of the month you will be trading (please circle)	1 st		2 nd		3 rd		4 th X

4. Additional information for proposed Street Trading consent (stalls, insurance, purpose etc)			
Description of products/goods	Arts/Crafts/Food/Drink		
Arrangements and times of setting up/dismantling/removal stalls	Combination of CDC Farmers' Market canopies and traders using their own gazebos. Set up will be from 07.30am until 9.30am. Breakdown from 4.00pm to 6.00pm		
Is this Street Trading Consent being applied for Charitable purposes (Please tick ✓)	Yes	No	If yes – registered charity name and number
Name of Insurance Company for Public Liability (min £5 million pound cover). Copy of current certificate MUST be provided	Chichester District Council / Gallagher		

5. Checklist		
I have within this application	Please tick	✓ yes
• Enclosed a copy of the current Certificate(s) of Public Liability Insurance	X	X
• Enclosed a completed copy of the relevant risk assessment(s)	X	X
• Enclosed a plan depicting the number and layout of the traders/pitches/areas for the proposed market/event	X	X
• Enclosed a description of products/goods proposed to be sold	X	X
• Made or enclosed payment of the requisite fee for this Street Trading application		Via internal journal

6. Declaration			
I (the undersigned) apply for the grant/renewal of a Street Trading Consent on the terms set out above and declare that information contained in this form is correct to the best of my knowledge and belief.			
Signature	Frances Clayton	Print name: Frances Clayton	Date: 18/03/2026

GUIDANCE NOTES

1. It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a Street Trading Consent. A person is to be treated as making a false statement if he produces, furnishes, signs, or otherwise makes use of a document that contains a false statement. To do so a person could receive a fine of up to £1000.
2. It is also an offence to trade at a different place or at different times to those specified in the Street Trading Consent.
3. The fee for Street Trading Consent is as follows: £778.00 for application (one day event). Plus £778.00 for each additional day of the event thereafter. Please note if the event is for charitable purposes or managed by another service of Chichester District Council different fees apply. Please contact the Licensing Team.