

MARKETING APPRAISAL AND COMMERCIAL VIABILITY REPORT

Change of Use of Existing Buildings No.1 and No.3 from Offices (Use Class B1a) to 2No. Four
Bedroom Dwellings (Use Class C3) and Minor Internal and External Changes

At

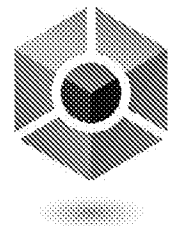


Old Bank House
1&3 High Street
Arundel
West Sussex
BN18 9AD

On Behalf of
Moor Construction Ltd

Prepared by

VIVID
design studio



Paddock View
Calcot Mount Business Park
Calcot Lane
Curdrige
Hampshire
SO32 2BN

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1.0 INTRODUCTION

This report has been prepared to support the change of use of existing buildings No.1 and No.3 from offices (Use Class B1a) to 2No. four bedroom dwellings (Use Class C3) and minor internal and external changes at Old Bank House, 1&3 High Street, Arundel, West Sussex, BN18 9AD. It is hoped that the information contained within this statement will assist the Local Planning Authority in its determination of the Planning Application under the Town and Country Planning Act 1990.

This statement focuses on the marketing of the existing office use and the commercial viability of the property. The report sets out the marketing that has been carried out and the history of the office use along with the commercial viability options. It considers the constraints of the site and all relevant local and national planning policies to demonstrate that the proposed loss of office space will not be detrimental to the local area.

2.0 SITE LOCATION & SURROUNDINGS

The site is located along the High Street within the historical town of Arundel. The site forms a prominent location along the main High Street and built-up street frontage. The High Street provides access to local facilities and links back to the main town centre. The site is close to the local facilities and amenities that are provided within Arundel town centre and the river Arun.

The site is occupied by 2 large 4 storey building's known as No.1 and No.3 and formally known collectively as the Old Bank House. The existing floor layouts are as shown on the drawings submitted with the application and also can be seen within Appendix A. The total floor area of the 2 buildings is 595sqm/6405sqft. The actually lettable area of the 2 buildings as offices is 293sqm/3155sqft.

No.1 and No.3 High Street are Georgian brick faced and part painted properties over four floors. No.1 High Street is Listed Grade II according to ADC Listed Buildings Schedule whilst No.3 High Street does not appear as Listed. The properties are joined as one by connecting corridors on ground and second floors and are currently commercial offices on all floors (Use Class B1a). It is believed the property started life as a private bank serving the town and presumably retaining its name. It has been subject to a full modern refurbishment in previous years and the fire door and proofing works have removed a lot of the period detailing.

The surrounding area is predominantly commercial uses made up of traditional Georgian style buildings within the High Street. There are a variety of uses within the Hight Street from retail to restaurants and cafes and the usual professional and financial services offered within a town centre location. The existing buildings of No.1 and No.3 are currently used as serviced offices and have been for a number of years although the demand for this use has declined and the majority of the offices are now empty.

3.0 THE PROPOSALS

The proposals involve the change of use of the existing buildings No.1 and No.3 from offices (Use Class B1a) to 2No. four bedroom dwellings (Use Class C3) and minor internal and external changes. The change of use will involve minimal changes to the internal layout and external appearance of the buildings. The development will create 2No. four bedroom houses with small courtyards to the rear. The houses will maintain the historical context of the existing buildings in order to maintain the character of their appearance within the High Street.

For clarification the proposals for No.3 High Street have been granted Prior Approval under ref No. AB/122/20/PD for Prior notification under Schedule 2, Part 3, Class O of the Town & Country (General Permitted Development (England) Order (as amended) for the change of use of the existing building from office (Class B1(a)) to residential dwelling (Use Class C3) with minor internal layout and external changes.

For clarification the site has been subject to previous planning and listed building consents and also lawful development certificates. The site has a lawful development certificate Ref. AB/9/15/CLP. This is for the Application for certificate of lawfulness for a proposed use change of use from 1st, 2nd & 3rd floor offices to 2No. 3 bed flats. This was granted on the 30th March 2015. There is also a listed building consent Ref. AB/18/15/L which is for Application for Listed Building Consent for internal alterations.

Therefore, from a planning perspective the entire floor area of No.3 has permission to convert from office to residential use. The first, second and third floors of No.1 has permission to convert from office to residential use. This means that the only floor area that is being lost due to this change of use application is the ground floor. This equates to a total floor area of 69sqm/743sqft with a lettable floor area of 45sqm/482sqft. Considering the existing lettable floor area of the whole of No.1 and No.3 is 293sqm/3155sqft the only area left as office space which can be controlled by the change of use is 15%.

4.0 THE DEVELOPMENT PLAN & PLANNING POLICY

The site is located within the built-up area as identified under Arun District Council's Adopted Local Plan 2011-2031. The site is also within the Town Centre Boundary and the Conservation Area.

Consideration needs to be given to a select number of Development Plan Policies, Supplementary Documents and Planning Policy Guidance.

LOCAL PLAN POLICIES

Arun District Council's
Local Plan (2011-2031)

EMP DM1 (2a)

2. Protection of existing employment premises and sites.

Existing employment sites and premises will be protected where there remains a reasonable prospect of employment use. Excepting Permitted Development Rights or Local/Neighbourhood Development orders, change of use from Business Class (B1-B8) or similar sui generis uses will not be permitted unless:

- a) It is demonstrated that the site is no longer required and is unlikely to be reused or redeveloped for industrial/commercial purposes. This should include clear demonstration of marketing, viability appraisal and the suitability of the site to accommodate the proposed use – using methodology to be agreed by the District Council at pre application stage or:

SUPPLEMENTARY PLANNING GUIDANCE

None

PLANNING POLICY GUIDANCE

National Planning Policy Framework

5.0 MARKETING APPRAISAL

The current owner purchased the properties at auction in September 2020 as contained within Appendix B. There had been very little interest generated and the auctioneer remarked that the viewings were poorly attended. The properties have been let as offices on short term licenses with some of the offices now having been vacated. After purchase the new owner approached several agents with regard to letting the office space out to potential occupiers however there is very little interest on this type of accommodation with the High Street.

Prior to the applicant purchasing the buildings the office use was advertised through a dedicated website. Details of this website are contained within Appendix A. This website is still active and has been used by the current owner to market the serviced offices. Prior to the purchase in September 2020 the office space was only 50% occupied which was considered to be the normal within the 6 months up to the auction date. Therefore, in the last year the offices have never been more than 50% occupied with gradual declines over the last 6 months.

Since the applicant has owned the buildings the various existing tenants have given notice to terminate their lease and the building is now vacant with no interest parties wishing to look or take up new tenancies. The property is continually being advertised on the dedicated website and there is also advertisement outside the premises as shown in Appendix E. The current owner has had no formal emails, phone calls or letters expressing any interest in the serviced offices within the last 4 months since purchasing. The offices are now 100% vacant.

Somewhat surprisingly, there is little interest, it is evident that the focus is now on providing exceptionally high quality office accommodation out of town as the current serviced offices have been historically let to people with no connection with the business activities of Arundel. It was apparent that a large office space such as this, even with considerable investment to bring it up to the current standard may not ever be able to reach full occupancy. It is therefore evident that the existing office use is now redundant and cannot be sustained and a redevelopment for residential units can be delivered.

6.0 COMMERCIAL VIABILITY

The applicant of the application has instructed a MRICS Chartered Surveyor to provide a letter clarifying the commercial viability of the property in its current state. This also takes on board the planning uses that have been approved and the resulting office space that will be left. This letter is contained within Appendix D.

The surveyor has extensive experience of commercial property along the south coast and provides valuation and commercial property advice to a wide range of clients. The advice contained within this report clearly concludes that the remaining office space is unlikely to attract any future occupiers due to the size and facilities being offered. It also takes into consideration of the current economic climate and the condition of the building and its constraints as a listed building.

7.0 PLANNING CONSIDERATIONS

Under Arun District Council's Adopted Local Plan 2011-2031 the proposals for the site are required to conform to the policies set out for residential development as well as the general development principles, unless material considerations suggest otherwise. Due consideration will need to be given to residential development within the urban area and conservation and listed building matters. Specific consideration will need to be given to the local and national policies and Policy EMP DM1 (2a).

A balanced view has to be taken with regard to the listed building status of No.1 and also consideration to the other planning permissions and permitted development rights that allow the rest of the building and No.3 to be developed for residential use. This means it is not commercially viable to retain such a small element of office use within an otherwise residential building. The marketing evidence shows that the office use has declined and the entire building is now vacant. The applicant has had no further approaches from any potential tenants during the period from when it was purchased in September 2020.

The overall layout of the new development will reuse existing buildings with minor internal layout changes and external changes to facilitate the change of use. The existing buildings will be retained in their current form and restored to maintain the character of the listing and the historical context. The proposals for the application site seek to achieve a high density that the policy requires, as it is considered that the area is more suited to such a density development due to the character of the area and the supporting infrastructure and facilities.

In order for any office use to be retained at ground floor level to No.1 new toilets and kitchen areas will need to be constructed and formed within this space as at present these are contained within No. 3 which has prior approval for residential use. This would therefore mean the lettable floor area will further be reduced in order to incorporate new toilet and kitchen facilities. This will require listed building consent which will affect the historical layout and character of the building at No.1. This will result in an lettable office space of less than 400sqft providing poor office space with limited facilities.

In terms of the scheme's planning merits, strict adherence has been made to the development policies both at Local and national level, with NPPF and the policies of the Local Plan. The proposals create new dwellings within the urban area with an increased density which has been achieved without a detrimental effect to the surrounding area and results in very little impact to the surrounding properties. The loss of the office space is justified in accordance with the marketing appraisal and the commercial viability report and taking a balanced view on the material planning considerations.

8.0 CONCLUSION

Overall, it is suggested that the design and layout of the proposed development will contribute to the character of the area and its impact will be minimal on the surrounding properties. The proposals under the planning application seek permission for the change of use of the existing buildings into 2No. four bedroom dwellings. The proposed development seeks to regenerate this underutilised site which forms redundant office space and seeks to provide much needed larger housing units. The design of the new dwellings will ensure that the existing historical character of the buildings is retained and restored to ensure that the development sits comfortably within the constraints of the site.

The evidence within this report clearly shows that prior to the applicants purchase the buildings were only 50% occupied, and declining. The property has been continually marketed through its own website and property listings as contained within the Appendices. Since the applicants purchase the occupancy has fallen dramatically due to economic changes and poor facilities offered by the buildings. The office space is now completely vacant with no interested from future tenants despite marketing through the website and advertisement outside the building.

The existing planning consents for the buildings results in less than 400sqft of office space being retained from an original 3155sqft of lettable space. This is no way commercially viable to retained when investing in the conversion of the building to residential. The building is listed which means it is far more appropriate to be used as residential as this will restore and enhance the period features of the buildings. The office space is no longer viable or needed in relation to the location and status of these buildings and would not attract any other commercial uses due to the limit on the floor area and lack of toilet and kitchen facilities.

The development will deliver 2 new residential units that have been designed with sustainability in mind that will contribute to the character of the area. The scale and form of the proposed development is appropriate in its existing and future context and makes the site ideal for a conversion from redundant offices into residential dwellings. As the proposal accords with the aims and objectives of national, regional and local guidance, the application site is a suitable location for a new residential development.

9.0 APPENDICES

Appendix A

22/01/2021

Arundel Business Centre Serviced Offices | Welcome to Arundel Offices

Arundel Business Centre

Serviced Offices

- Home
- Serviced Office
- Real Estate
- Accommodation Services
- Business Loans
- Map
- Contact



Welcome to Arundel Business Centre

Situated in the heart of the historic town of Arundel with its imposing castle, Arundel Business Centre offers serviced offices with full support. The Building has been cleverly refurbished to meet the demands of a busy office environment whilst still retaining its original character.

- Ideally located office space
- Flexible terms
- Choice of accommodation
- All business support services
- Exceptional client care

Welcome to Arundel Offices

The business centre is located in the bank house, overlooking the River Arun - within easy reach of the railway station, with London just 70 minutes away. The A12 and the A23 are accessible by car - in fact, Arundel is ideally positioned to service major towns like Brighton in the East and Southampton in the West.

At Arundel Business Centre, there is always a professional office manager available to help when the going gets a little hectic. Even more reassuring is the fact that you only pay for what you need - be it correspondence, meeting visitors or general secretarial duties - there are no hidden costs or charges; you only pay for what you use. Just think of the overheads you can save by not having to hire full-time staff.

As soon as you step into our reception area, you will notice our friendly professionalism, which would not fail to impress any client.

For you and your colleagues, Arundel Business Centre is the perfect place to carry out your business, providing that degree of comfort which is only found in a pleasant working atmosphere, in the right location.



Arundel Business Centre Serviced Offices

Home | Serviced Offices | First Floor | Accommodation Address | Business Centre | Bus | Contact



Welcome to Arundel Business Centre

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[* Fully fitted office space](#)
[* Flexible terms](#)
[* Choice of accommodation](#)
[* All business support services](#)
[* Exceptional views over town](#)

Serviced office availability and facilities

There are seventeen separate offices to choose from with every office having its own secure access, 7 days a week. Some of the rooms can be joined together to be used as suites for larger companies. The size of the offices available range from an economical 81 sq. ft. to a larger size of 322 sq. ft.

- * Flexible terms to suit your needs
- * Variety of sizes of accommodation
- * Use of facilities
- * Meeting Room
- * Secretarial Services
- * Telephone and answering services
- * Fax
- * Printing
- * Photocopying
- * Business Support Services

Arundel Business Centre

Serviced Offices

[Home](#) / [Serviced Office](#) / [Floor Plans](#) / [Accommodation Options](#) / [Business Rates](#) / [FAQ](#) / [Contact](#)

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- Newly created office space
- Flexible terms
- Choice of accommodation
- All business support services
- Exceptional views over town

Serviced Office Floor Plans

Groundfloor

There are three serviced offices available on the groundfloor of the Arundel Business Centre

- 1. Duke: 260 sq ft
- 2. Goodwood: 322 sq ft
- 3. Duchess: 192 sq ft

Groundfloor

The ground floor plan shows three main office areas: Duke (260 sq ft) on the left, Goodwood (322 sq ft) on the right, and Duchess (192 sq ft) at the bottom left. A central reception area is located between the Duke and Goodwood offices. To the right of the reception area are the kitchen, restrooms, and a small office space.

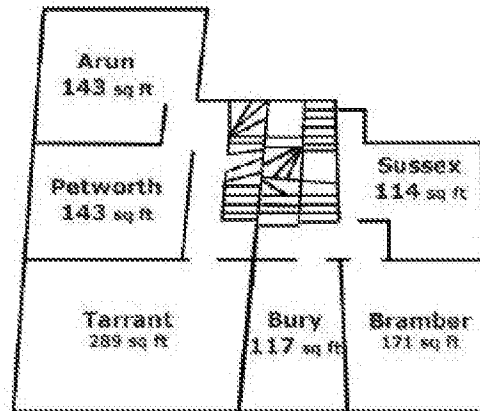
First floor

There are six serviced offices available on the first floor of the Arundel Business Centre

- 1. Aron: 143 sq ft
- 2. Fifebrith: 143 sq ft
- 3. Sussex: 114 sq ft
- 4. Tamar: 286 sq ft
- 5. Bury: 137 sq ft
- 6. Bromber: 171 sq ft

https://www.arundelbusinesscentre.co.uk/index.php?page=floor_plans

First floor

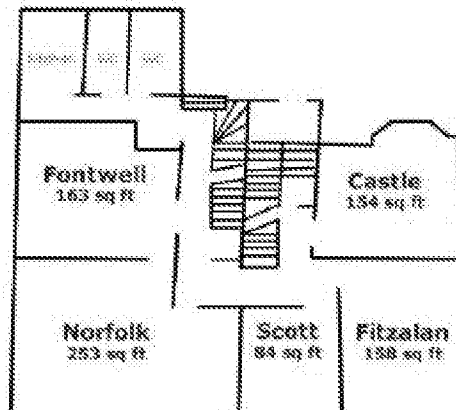


Second floor

There are five serviced offices available on the second floor of the Arundel Business Centre.

1. Fontwell 163 sq ft
2. Castle 134 sq ft
3. Norfolk 253 sq ft
4. Scott 84 sq ft
5. Fitzalan 138 sq ft

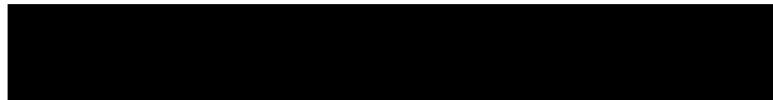
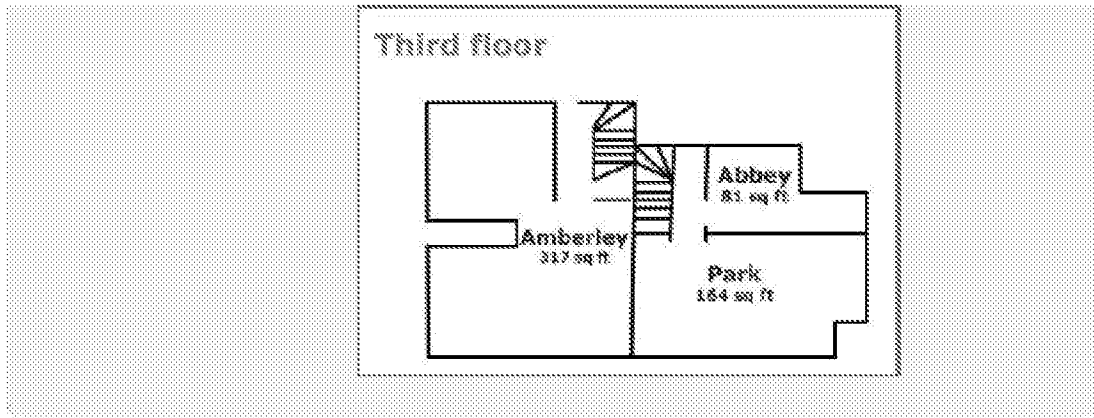
Second floor

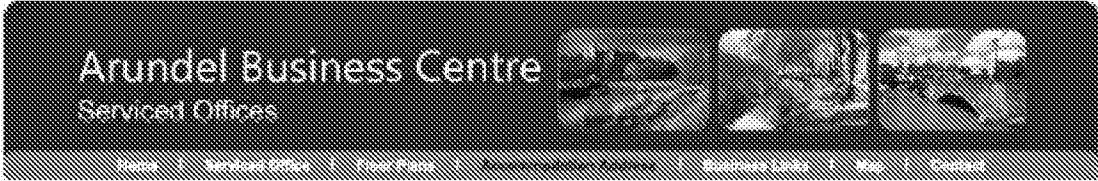


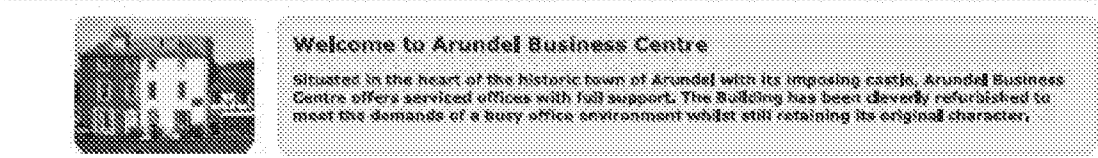
Third floor

There are three serviced offices available on the third floor of the Arundel Business Centre.

1. Amberley 217 sq ft
2. Bittery 61 sq ft
3. Park 154 sq ft













Arundel Business Centre

Serviced Offices

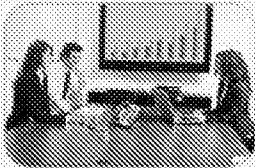
[Home](#) / [Serviced Offices](#) / [About Us](#) / [Accommodation & Offices](#) / [Business Links](#) / [FAQ](#) / [Contact](#)



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- Ready to move office space
- Flexible terms
- Choice of accommodation
- All business support services
- Exceptional views over town



Business Links

eCommWeb
Web design and SEO services
www.eCommWeb.co.uk



Arundel Business Centre

Serviced Offices

- Home
- Serviced Office
- Find the Arundel Business Centre serviced offices
- Accommodation & Amenities
- Business Centre
- Blog
- Contact



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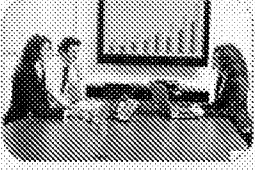
- Fully finished office space
- Flexible terms
- Choice of accommodation
- All business support services
- Exceptional views over town

Find the Arundel Business Centre serviced offices

The business centre located in Old Bank Road, overlooks the River Arun within easy reach of the railway station, with London just 70 minutes away. The A27 and the A26 are accessible by car - in fact, Arundel is ideally positioned to service major towns like Brighton in the East and Southampton in the West.

Enter your start location

[Get directions](#) 

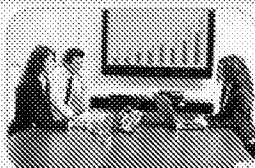





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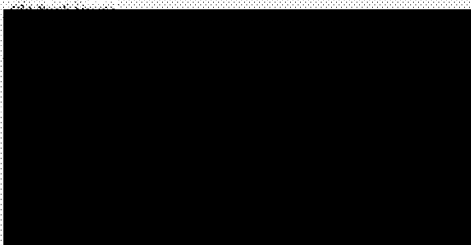
• Ready to go office space • Flexible terms • Choice of accommodation • All business support services • Exceptional views over town



Get in Touch with Arundel Service Offices

Interested in our serviced office facilities in Arundel?

Come down and see us anytime during working hours or contact us as follows.



Email Address Required

Message Required

➡ send

Appendix B

Lot 4

Offices for sale
Arundel, West Sussex
BN18 9AD

Old Bank House, 1-3 High Street,
Arundel, West Sussex BN18 9AD

Freehold Office Investment with Residential Redevelopment Potential.

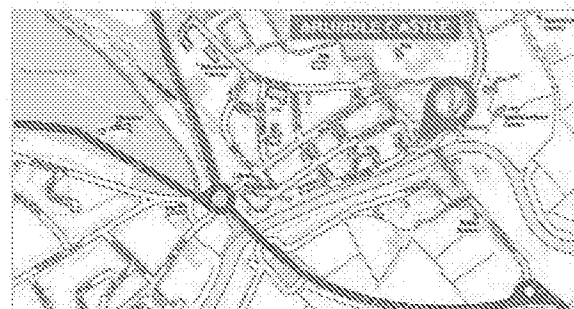


www.arundel.gov.uk

Tenancy and accommodation

Floor	Use	Floor Area (approx)	Notes	Area (sq m)
Basement	Storage	126.50 sq m (1362 sq ft)	VACANT POSSESSION	
Ground (Part)	Office	94.80 sq m (1025 sq ft)		
First Floor	Office	20.54 sq m (221 sq ft)		
Second Floor	Office	66.77 sq m (720 sq ft)		
Third Floor	Office	90.17 sq m (972 sq ft)		
Ground (Part) - Extra	Office	29.64 sq m (320 sq ft)	MECHANICAL (1)	410,800
First Floor - Extra	Office	10.27 sq m (111 sq ft)	MECHANICAL (1)	65,750
Second Floor - Extra	Office	14.68 sq m (158 sq ft)	MECHANICAL (1)	55,760
Third Floor - Extra	Office	7.52 sq m (81 sq ft)	MECHANICAL (1)	33,301
Total Approximate Floor Area		442.91 sq m (4,768 sq ft)		128,548

(1) Rooms occupied rentually on Leasehold with a 3 month notice period. The serviced office operator also provides catering and cleaning services to members of the public.



Views are shown for information only and do not represent the actual view from the property. Views are shown for information only and do not represent the actual view from the property.

Lot 4

100 sq m (1076 sq ft)
100 sq m (1076 sq ft)
100 sq m (1076 sq ft)

Key Details

- Highly Attractive and Affordable Tenure
- Includes two Riverside office buildings
- Residential conversion potential (Subject to Consents)
- Approximately 200 meters from Arundel Castle

Location

Miles: 48 miles south of London
6 miles east of Chichester
18 miles west of Brighton
Roads: A27, A24, A23
Rail: Arundel Railway Station
Air: London Gatwick

Description

Arundel is a highly attractive and affluent town, known for its Park, Arundel Castle, and its location on the edge of the South Downs National Park. The property is situated in a prominent corner position on the north side of High Street overlooking the River Arun and across 500 metres south of Arundel Castle. Nearby amenities include a M&S, Primark, and an excellent mix of local businesses and over 100 residential properties.

Characteristics

The property comprises two interconnected, attractive office buildings currently used as serviced offices with office accommodation on the ground, first, second and third floors and auxiliary accommodation in the basement. The High Street is a Grade II listed.

The property may be suitable for residential conversion subject to consents.

Tenure

Freehold.

Site/Neighbourhood

Planning

The property may be suitable for residential conversion subject to consents.

A certificate of title is available for reference of use of the upper floors as residential flats has been obtained from Arundel Council under reference ARUN/15/012P.

Energy Performance Certificate

See legal pack.

Appendix C

22/01/2021

Old Bank House, Arundel | Serviced office for rent | 83 to 3,155 sq ft



[Realla](#) / [Serviced office space for rent](#) / [Arundel](#)

Old Bank House, Arundel

Co-working space for rent in [Arundel](#)

🕒 3 months ago by Designscene Business Centre



4 spaces available

There are 4 spaces available. Spaces in this building can be combined to create a total size of 3,155 sq ft.

Ground floor

Available

Call

Message

<https://www.realla.co.uk/details/10929100>

1/9

This space can be combined to create a space up to 3,155 sq ft with adjacent spaces

Rents - from £220 + VAT pcm.

Fully inclusive of: heating, business rates, staffed reception office electricity, building maintenance, kitchen facilities, building insurance, 24 hour access, cleaning.

Phones and broadband are not included installed at tenants expense.

1st floor AVAILABLE

143 - 977 sq ft 1 to 8 people

ADDRESS

1-3 High St, Arundel, West Sussex, BN18 9AD, GB

This space can be combined to create a space up to 3,155 sq ft with adjacent spaces

Rents - from £220 + VAT pcm.

Fully inclusive of: heating, business rates, staffed reception office electricity, building maintenance, kitchen facilities, building insurance, 24 hour access, cleaning.

Phones and broadband are not included installed at tenants expense.

2nd floor AVAILABLE

84 - 812 sq ft 1 to 7 people

ADDRESS

1-3 High St, Arundel, West Sussex, BN18 9AD, GB

This space can be combined to create a space up to 3,155 sq ft with adjacent spaces

Rents - from £220 + VAT pcm.

Fully inclusive of: heating, business rates, staffed reception office electricity, building maintenance, kitchen facilities, building insurance, 24 hour access, cleaning.

Phones and broadband are not included installed at tenants expense.

Call

Message

ADDRESS

1-3 High St, Arundel, West Sussex, BN18 9AD, GB

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Fully inclusive of: heating, business rates, staffed reception office electricity, building maintenance, kitchen facilities, building insurance, 24 hour access, cleaning.

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Property facts for Old Bank House, Arundel

The property comprises of two formally separated Grade II listed buildings that have been converted to office accommodation arranged over five floors.

The property is located overlooking the River Arun and lies within easy reach of the Arundel Railway Station. It is situated close to the A27 east west highway linking with Brighton and Worthing in the east and Chichester, Portsmouth and Southampton in the west. Gatwick airport lies within easy travelling distance to the north. There is adequate free parking within easy walking distance.

FULL ADDRESS	1-3 High St, Arundel BN18 9AD
BUILDING SUBTYPE	Co-working space
ESTIMATED SPACE	1 to 27 people
NUMBER OF STOREYS	5
RENTABLE BUILDING AREA	4,768 sq ft
YEAR BUILT	1830

Call

Message

Appendix D



The Old Manor House
Wickham Road
Fareham
Hampshire
PO16 7AR

Our Ref: CRD/HET/200436

*Independent
Residential & Commercial
Property Consultants
& Surveyors*

20 January 2023

Mr R. Lundbeck
Moor Construction Ltd
Anchor House
Wicor Path
Portchester
FAREHAM
Hampshire PO16 9QT

Survey & Valuations

*Commercial
Property Management*

Dear Mr Lundbeck

Re: Two Serviced Office Rooms, 1 High Street, Arundel

*Commercial Property
& Professional Services*

Thank you for your instructions for us to provide you with a market assessment of the two office rooms situated at the above address. As you know, we have historically provided valuation and other advice relating to the building, more particularly, in respect of its former use as a small office/business centre offering serviced office accommodation. We are accordingly very familiar with the building and its location.

*Building Surveying
Services*

You have asked us to comment on the anticipated demand for the two serviced rooms located on the ground floor. The remainder of the building on the upper floors, and the adjoining building, have planning consent for conversion from the former office use to residential, but you are considering whether or not there is any demand for the office space to be retained within the ground floor of part of no. 1.

Report Writing

For completeness we confirm that room 1 offers 188 ft² of accommodation, and room 2 280 ft².

DA Membership

From our historic involvement with the building we are aware that demand for this type of serviced accommodation has fallen over time. You will yourself be aware that at the time of your acquisition of the building in 2020, there were only three rooms in use. Currently, room 2 is the only room that is let and we understand that the occupier is due to vacate shortly.

Architectural Services

Demand for this type of office space has also been very materially affected by the Covid pandemic. Each lockdown has required employees to work from home wherever possible. These two rooms are in our opinion particularly affected by these restrictions with the size of rooms sensibly ruling out more than one person being able to realistically work at any time, the rooms being 3.8 m x 4.6 m and 4.9 m x 5.8 m respectively.

Project Management

Historic Buildings



Registered by RICS

Whilst disappointing to report, we are of the opinion that these 2 rooms are very unlikely to be of interest to intending occupiers by virtue of their size and configuration. For single person occupancy, we consider most occupiers would continue to work from home rather than commit to the expenditure of serviced office accommodation. We anticipate that you are already aware of the lack of demand for accommodation of this sort from your own experiences having sought new occupiers in the preceding months. Indeed, we understand that the inability to keep the former business centre let was a material factor for the previous owners prior to sale.

We trust that this provides you with the information that you require.



C R Daniells BSc (Hons) MRICS FNARA
RICS Registered Valuer
Daniells Harrison Chartered Surveyors

Appendix E

