

Design & Access Statement

Application for a Lawful Development Certificate for an Existing Use.

Garage Conversion

February 2026

Site Address:
45 Craigweil Lane
Aldwick
Bognor Regis
West Sussex
PO21 4AN

For & on behalf of:
Pauline Lancum
45 Craigweil Lane
Aldwick
Bognor Regis
West Sussex
PO21 4AN

Ref: PL01/DAS/26

1.0 Introduction

This Design & Access Statement (DAS) supports an application for a Lawful Development Certificate for an existing use.

The existing use was generated through the conversion of the rear section of the existing garage to create a new utility room. The work comprised of the necessary building work to upgrade the existing structure in line with the Building Regulations. The work was completed in 2021.

The DAS identifies and sets out the key changes applied to the use, taking into account context and reference to the surroundings.

The DAS follows the standard approach to form and content to support the application.

2.0 Physical Context

The property located at 45 Craigweil Lane is a residential detached bungalow with single storey accommodation, and is considered a domestic dwelling. The work to create the new utility space does not change its use, under Use Class C3.

The new utility space occupies the south western part of the property and is located within the rear section of the former integral garage, and all within the existing demise and ownership boundary of 45 Craigweil Lane.

The property is accessible by road that currently provides access to all the properties located in Craigweil Lane. This work has not affected or changed the access or access rights to the current property or any of the properties in this road.

Craigweil Lane is a residential road with a street scene that comprises of a mixture of detached bungalows and houses, which occupy plots of similar sizes.

Properties in Craigweil Lane and the surrounding residential area were built at a similar time and are of similar construction, shape, style and form. These properties were built during the 1970's.

In more recent times many have gone through alterations, modernisation and extension.

3.0 Development

The existing use work has converted the rear section of the former integral garage to form a new utility space, which measures approximately 7.9m² (NIA).

All the works have retained the existing external features, with no significant physical alterations, apart from the removal of one single high level window on the southern elevation that provided natural light into the garage which has been replaced with two smaller high level windows that provides natural light into both the new utility room and the remaining part of the

existing garage. The overall internal garage space has reduced in size from 13.64m² to 5.74m² (NIA).

The existing garage door remains and was not affected by the work.

To the rear, on the western elevation, the existing door into the former garage from the rear garden was replaced with a new external grade door and a new window installed to provide both natural light and purge ventilation to the new utility room. New internal doors have been installed to provide access into the existing bungalow (from the utility space) and a door from the utility space into the remaining part of the garage.

All works were carried out in accordance with the Building Regulations, following the deposit of a Full Plans application, under Section 1(3) of the Building Act 1984, with the Completion Certificate issued By Arun District Council on 14th December 2021. The application reference is AW/50/21/BR.

Access into the site has not changed and remains as the existing, off Craigweil lane. The existing use has no requirement to amend any existing access arrangements to the site.

4.0 Layout and Scale (Accommodation)

The rear section of the converted garage provides the utility room, which has increased the overall habitable accommodation by 7.9m². This space has utilised the internal former garage space only with no extension work carried out. The utility room is accessible internally through a new internal door off the existing hall of the main bungalow.

A new 30 minute fire rated door has also been installed to provide internal access to the existing remaining part of the garage, from the new utility room.

The existing drive has not changed and there is still space for 'off street' parking of approximately three cars.

The existing use has not extended the property in any form and remains within the existing structural form of the bungalow at 45 Craigweil Lane.

Drawing PL001 show the elevations and floor plans of the work completed that now form an existing use.

5.0 Appearance

The front elevation on the eastern side of the property remains unchanged, with the existing garage door retained.

The side elevation to the south has had one single high level window replaced with two smaller high level windows, within the same structural opening, and this now provides natural light into both the utility and the remaining part of the existing garage.

The rear elevation of the property, on the western side, has replaced an existing door with a new external grade door and a new window to provide both natural light and purge ventilation to the new utility room.

6.0 Conclusion

This DAS supports the application for a Lawful Development Certificate for an existing use.

The existing garage forms part of the lawful curtilage of the dwelling and has historically been used for purposes incidental to the enjoyment of the property, including the storage of vehicles, tools, and domestic equipment.

The work has converted part of the garage to habitable accommodation to be used as an integral part of the main dwelling, with no subdivision or creation of a separate planning unit.

The remaining part of the garage will be used for storage of tools and domestic equipment only.

The work has not materially altered the external appearance of the building beyond the minor alterations set out in the DAS.

The use of the converted garage space will remain ancillary to the primary residential use (Use Class C3) and therefore falls within permitted development rights as set out in Schedule 2, Part 1 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).