

Recommendation Report for Planning Permission

REF NO: BR/120/26/PL

LOCATION: 17 High Street
Bognor Regis
PO21 1RJ

PROPOSAL: Change of use of bank to office accommodation to include changes to the front facade and to the ground floor doors. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.

SITE AND SURROUNDINGS

DESCRIPTION OF APPLICATION	As above.
SITE CHARACTERISTICS	3 storey commercial terraced property comprising Class E use at ground floor, and 3 no. residential flats (Class C3) at first and second floor. The ground floor was previously in use as Barclays Bank.
CHARACTER OF LOCALITY	Town centre, comprising a mix of retail, leisure, commercial and residential uses.

RELEVANT SITE HISTORY

BR/174/25/PL	Conversion of vacant Class E building and erection of a first-floor extension to create 7 No. dwellings and a reduced Class E unit (resubmission following BR/72/25/PL). This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.	Refused 17-12-25
BR/72/25/PL	Conversion of vacant Class E building and erection of a first-floor extension to create 7 No. flats and a reduced Class E unit. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.	Refused 16-07-25

Appeal: Dismissed
18-12-25

Planning history noted.

REPRESENTATIONS

Bognor Regis Town Council - No objection.

No representations were received from nearby occupiers.

COMMENTS ON REPRESENTATIONS RECEIVED:

Comments noted.

CONSULTATIONS**CONSULTATION RESPONSES RECEIVED:**

ECONOMIC DEVELOPMENT - Support.

CONSERVATION OFFICER - Comments

- The site is in close proximity of the William Hardwicke - a Grade II Listed Building believed to date from the early 1800s.
- The listed building is viewed and experienced within a higher density urban context with a mixture of uses including shops, restaurants etc.
- 17 High Street is thought to date from the 1960s and has a design and appearance typical of that period. The front elevation comprises a shopfront at ground-floor level with a concrete slab facade above. The solid concrete facade serves as a barrier to the first-floor flat entrances.
- The revised shopfront is of a simple design that sits comfortably within the existing elevation.
- Given the urban context, the proposal would not harm the way the surrounding heritage assets are viewed, appreciated or experienced. The proposal would have a neutral impact on their significance.

COMMENTS ON CONSULTATION RESPONSES:

Comments noted.

POLICY CONTEXT

Designations applicable to site:

Built-up Area Boundary

Potentially susceptible to Groundwater Flooding ($\geq 75\%$)

Flood Zone 1

EA Flood Map for Planning - Flood Zones plus Climate Change (2070-2125)

Economic Growth Area

Town Centre Retail Boundary

2km Buffer for Sites of Special Scientific Interest (Bognor Reef & Felpham)

CIL Charing Zone 4

DEVELOPMENT PLAN POLICIES

[Arun Local Plan 2011 - 2031:](#)

DDM1	D DM1 Aspects of form and design quality
DDM4	D DM4 Extensions and alter to exist builds (res and non-res)
DSP1	D SP1 Design
EMPDM1	EMP DM1 Employment Land: Development Management
EMPSP2	EMP SP2 Economic Growth Areas
ENVDM1	ENV DM1 Designated Sites of Biodiversity or geographical imp
ENVDM5	ENV DM5 Development and biodiversity

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ENVSP1	ENV SP1 Natural Environment
HERDM1	HER DM1 Listed Buildings
HERSP1	HER SP1 The Historic Environment
QESP1	QE SP1 Quality of the Environment
SDSP2	SD SP2 Built-up Area Boundary
WDM2	W DM2 Flood Risk

Bognor Regis Neighbourhood Plan 2015 Policy 1	Delivery of the Vision
Bognor Regis Neighbourhood Plan 2015 Policy 2	Promoting the Seaside Identity

PLANNING POLICY GUIDANCE:

NPPF	National Planning Policy Framework
NPPG	National Planning Practice Guidance

SUPPLEMENTARY POLICY GUIDANCE:

SPD13	Arun District Design Guide (SPD) January 2021
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POLICY COMMENTARY

The Development Plan consists of the Arun Local Plan 2011 - 2031, West Sussex County Council's Waste and Minerals Plans, The South Inshore & South Offshore Marine Plan and Made Neighbourhood Development Plans. The policies are published under Regulations 19 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012. All relevant policies from the Bognor Regis Neighbourhood Development Plan have been considered.

DEVELOPMENT PLAN AND/OR LEGISLATIVE BACKGROUND

Section 38(6) of the Planning and Compulsory Purchase Act 2004 states:-

"If regard is to be had to the development plan for the purpose of any determination to be made under the planning Acts the determination must be made in accordance with the plan unless material considerations indicate otherwise."

The proposal is considered to comply with relevant Development Plan policies in that the proposal would not harm the character or visual amenity of the area, and retains the vacant town centre unit in commercial use.

Section 70(2) of the Town and Country Planning Act 1990 (as amended) provides that

- (2) in dealing with an application for planning permission the authority shall have regard to -
- (a) the provisions of the development plan, so far as material to the application,
 - (aza) a post examination draft neighbourhood development plan, so far as material to the application,
 - (b) any local finance considerations, so far as material to the application, and
 - (c) any other material considerations.

OTHER MATERIAL CONSIDERATIONS

There are no other material considerations to be weighed in the balance with the Development Plan.

CONCLUSIONS

PRINCIPLE

The application is for a change of use from a bank to office, and proposes alterations to the shop front. The application affects a building within the built up area boundary. The proposals are acceptable subject to compliance with relevant development plan and NPPF policies.

CHARACTER AND DESIGN

The use of the ground floor is as a bank in Class E(c) use, and the proposal seeks a change of use to Class E(g) use as an office. Both uses fall within Class E, and in most cases an application would not be required for changes of use within the same use class. Both uses are typical of town centre locations, and the application will not result in any significant change in the character of the use.

The application proposes to alter the fenestration on the front elevation to a more symmetrical configuration, with central glazed doors and shop front style windows to either side. This arrangement would not significantly impact the appearance of the building.

The existing signage above the shop front windows will be altered to reflect the future occupier of the unit, and the signage would be wider than the existing, spanning most of the width of the building. The signage is not out of the keeping with other shop fronts in the area, and the proposals are acceptable in accordance with ALP policies D DM1 and D DM4. Signage is subject to a separate application - BR/123/26/A.

The proposed internal alterations to the layout of the ground floor will not impact the external appearance of the building.

The proposal would not detrimentally impact the character or visual amenity of the area and is in accordance with ALP policies D DM1 and D DM4.

NEIGHBOURING RESIDENTIAL AMENITY

The site has residential neighbours on the first and second floors of the building, and on the upper floors of neighbouring buildings. The proposed change of use will not have any significant impact on the intensity of the use of the site, and would not cause significant additional noise or disruption.

The alterations to the shop front would not impact neighbouring occupiers.

The proposals would not result in adverse impacts on the residential amenity of nearby occupiers, and are in accordance with ALP policy QE SP1 and NPPF policy P3.

EMPLOYMENT AND TOWN CENTRE

The application proposes a change of use within Use Class E, and the unit would remain in commercial use. The site is vacant, and the alterations and change of use will facilitate the re-use of the site. The Council's Economic Development team support the application for re-use of the site. NPPF Policies L2 and E2 support the proposals, stating that substantial weight would be given to the benefits proposals which seek to make use of existing commercial premises and allow businesses to expand, invest and adapt.

HERITAGE

The site is in close proximity of a designated heritage assets, and proposals affecting the building have the potential to impact the setting of the Grade II listed pub on the opposite side of High Street. The Conservation Officer comments note that the heritage asset is experienced within a higher density urban

environment, with a range of uses in close proximity. The proposed alterations will not significantly impact the character or appearance of the site, and will not have any significant impact of the setting of the listed building. The Conservation Officer identified no harm as a result of the proposals.

The application is in accordance with ALP policy HER DM1, and policy HE6 of the NPPF.

FLOOD RISK

The site is at future risk of flooding from rivers and sea according to EA Flood Risk mapping. The site is at risk of groundwater flooding. The proposal is for a change of use within Use Class E, which can generally be achieved without planning permission. The vulnerability of the use is not altered as a result of the proposals, and the application does not propose any increase in the size of the Class E unit.

The application does not result in any increase in flood risk or vulnerability and complies with ALP policy W DM2 and NPPF policy E7.

SUMMARY

The application accords with the relevant development plan and NPPF policies and is recommended for approval subject to the following conditions and informatives.

HUMAN RIGHTS ACT

The Council in making a decision should be aware of and take into account any implications that may arise from the Human Rights Act 1998. Under the Act, it is unlawful for a public authority such as Arun District Council to act in a manner, which is incompatible with the European Convention on Human Rights.

Consideration has been specifically given to Article 8 (right to respect private and family life) and Article 1 of the First Protocol (protection of property). It is not considered that the recommendation for approval of the grant of permission in this case interferes unreasonably with any local residents' right to respect for their private and family life and home, except insofar as it is necessary to protect the rights and freedoms of others (in this case, the rights of the applicant). The Council is also permitted to control the use of property in accordance with the general interest and the recommendation for approval is considered to be a proportionate response to the submitted application based on the considerations set out in this report.

DUTY UNDER THE EQUALITIES ACT 2010

In assessing this proposal the following impacts have been identified upon those people with the following protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation).

The proposal would have a neutral impact on the protected characteristics.

CIL DETAILS

This application not CIL liable.

RECOMMENDATION

APPROVE CONDITIONALLY

- 1 The development hereby permitted shall be begun before the expiration of 3 years from the

date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990 (as amended).

- 2 The development hereby approved shall be carried out in accordance with the following approved plans:

- Location Plan D02
- Block Plan D03
- Existing and Proposed Ground Floor Plan, Existing and Proposed Front Elevations, Photos 01 rev C
- Technical Specification

Reason: For the avoidance of doubt and in the interests of amenity and the environment in accordance with Arun Local Plan policy D DM1.

- 3 Based on the information available, this permission is exempt from the requirement to provide a biodiversity gain plan under Paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990. The application was submitted prior to 6 August 2026, and therefore the following exemption applies:

This planning permission is de-minimis as the development does not impact an onsite priority habitat and the development impacts less than 25 square metres of onsite habitat that has a biodiversity value greater than zero and less than then 5 metres in length of onsite linear habitat.

Reason: In accordance with Schedule 7A of the Town and Country Planning Act 1990 (as amended).

- 4 INFORMATIVE: Statement pursuant to Article 35 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the NPPF.