

PLANNING STATEMENT

Change of use from dwelling house (use class C3) to 8-bed, 8-person house in multiple occupation (Sui Generis) to include a rear extension and loft conversion

Site Address

21 Longford Road Bognor Regis PO21 1AB

Applicant

Kupisproperty Ltd

Local Planning Authority

Arun District Council



Document Purpose

This Design and Access Statement has been prepared in support of a full planning application and should be read together with accompanied drawing.

1. Introduction

This Planning Statement has been prepared in support of a planning application for the “Change of use from dwelling house (use class C3) to 8-bed, 8-person house in multiple occupation (Sui Generis) to include a rear extension and loft conversion”.

The application demonstrates that the proposed development represents an appropriate use of the property, makes efficient use of the existing building, and will provide high-quality shared accommodation whilst preserving the character and amenity of the surrounding residential area.

2. Site and Surroundings

- 2.1. 21 Longford Road is a two-storey, 3 bedroom, mid-terraced property, within an established residential area of Bognor Regis.
- 2.2. The property is of white render finish, with a pitched roof covered in slates
- 2.3. The property is in a bad inhabitable condition and is in desperate need of redevelopment.
- 2.4. The site lies in a highly sustainable town-centre location within easy walking distance of:
 - Bognor Regis railway station
 - Local bus services
 - Linden Road shops and services
 - Seafront and public open spaces with just 13min walking distance
- 2.5. According to the LPAs public register, there are no previous planning applications for the property

3. The Proposal

- 3.1. Loft Conversion – existing attic to be converted into habitable space, new dormer with flat roof to be constructed at the rear of the property and velux type window provided to the front elevation. Additional roof volume would be 26m³, dormer to be covered in tiles or cladding to match existing roof, flat roof covered with EPDM rubber.
This is considered to be permitted development under Schedule 2, Part 1, Class B & Schedule 2, Part 1, Class C, of the GDPO
- 3.2. Proposed single storey rear extension to be 7.5m long by 4.2m wide and offset from the adjoining neighbours boundary fence by minimum 1.6m. New extension to be next to the existing 15m long neighbouring rear extension.
- 3.3. The front and rear elevations will be externally insulated and finished with a white rendered finish to enhance the appearance of the dwelling and improve its thermal performance. All existing windows will be replaced with high-performance, energy-efficient units that comply with the current requirements of the Building Regulations, resulting in improved energy efficiency and reduced heat loss.
- 3.4. Solar panels are proposed to be installed on dormer roof in order to provide renewable energy to the dwelling. These are considered to be permitted development under Schedule 2, Part 14, Class A, of the GDPO
- 3.5. Rear of the garden to be landscaped, hard surface area with plantings all round will be installed to provide sitting area for residents and to provide bike store with direct access to Clifton Road through the alleyway. The store will be capable of storing minimum 8 bicycles, and will also provide electric bike charging points. Occupants will be advised that parking in the area is likely to be limited, and will be encouraged to use bicycles and public transport.

3.6. Internal alterations: The proposed internal alterations are designed to provide high-quality accommodation that meets the Council's HMO standards and current Building Regulations.

The works include:

- Reconfiguration of the existing internal layout to provide en-suite bedrooms for all occupants.
- Creation of a spacious open-plan kitchen and dining area with direct access to the rear garden, providing a high-quality communal living space.
- Upgrading of all internal separating walls between bedrooms and circulation areas with enhanced acoustic insulation to improve sound attenuation and occupant comfort.
- The proposed accommodation has been designed to comply with the Council's adopted HMO space standards where communal dining facilities are provided. The minimum required room sizes are: Single bedroom: 6.51 m², En-suite bathroom: 2.0 m²
Communal kitchen/dining area: 16.0 m²

Room	Floor	Occupancy	Size
Bedroom 1	GF	1	14.8sqm + 2.2 sqm ensuite
Bedroom 2	GF	1	10.4sqm + 2.2 sqm ensuite
Bedroom 3	GF	1	9.2sqm + 2.2 sqm ensuite
Bedroom 4	FF	1	9.7sqm + 2.2 sqm ensuite
Bedroom 5	FF	1	11.2sqm
Bedroom 6	FF	1	8.5sqm
Bathroom	FF	2	4.0sqm
Bedroom 7	SF	1	8.9sqm + 2.2 sqm ensuite
Bedroom 8	SF	1	11.3sqm + 2.2 sqm ensuite
Kitchen / Dinner	GF	communal	24.6sqm

4. Planning Policy Context

The proposal has been prepared having regard to the following key policies:

Arun Local Plan 2011–2031

- SD SP2 – Built-Up Area Boundary
- H SP4 – Houses in Multiple Occupation
- D DM1 – Design
- D DM2 – Internal Space Standards
- QE SP1 / QE DM1 – Residential Amenity and Noise
- T SP1 / T DM1 – Sustainable Transport and Cycle Provision
- WM DM1 – Waste Management
- ENV DM2 – Pagham Harbour Mitigation
- ENV DM5 – Biodiversity

Supplementary Guidance

- Arun Parking Standards SPD (2020)
- Arun Design Guide SPD
- National Planning Policy Framework (NPPF)

5. Principle of Development

The site lies within the Built-Up Area Boundary, where residential development and changes of residential use are acceptable in principle, subject to compliance with detailed development management policies.

The proposal is for a large HMO for 8 occupants and therefore requires planning permission as a Sui Generis use, irrespective of the Article 4 Direction.

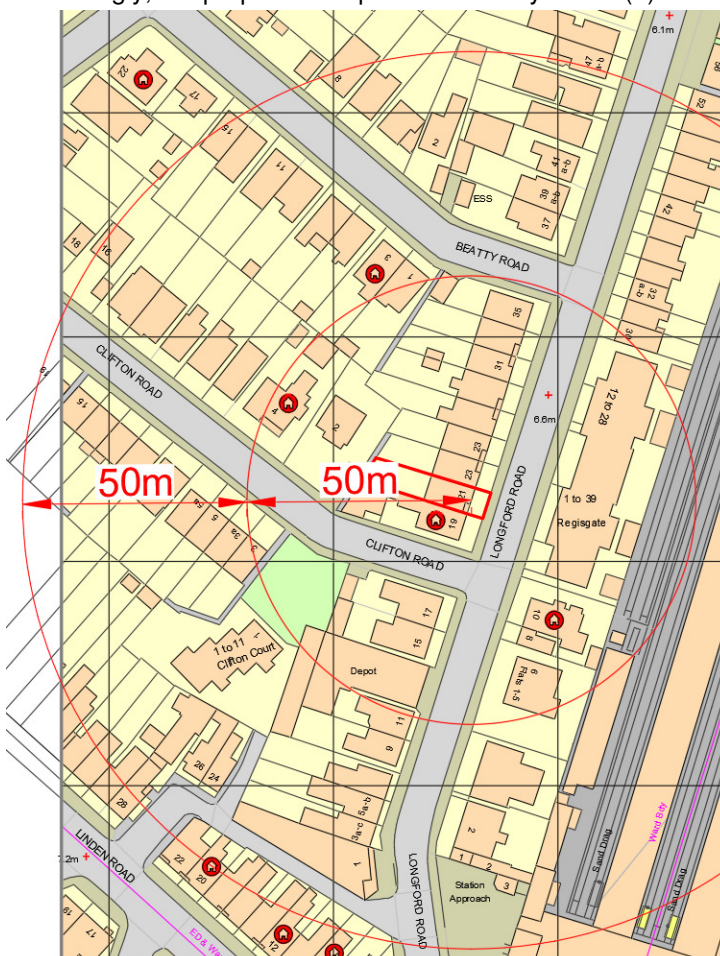
6. Impact on Character and HMO Concentration

Policy H SP4 requires that HMOs do not adversely affect the character of the area or erode the balance of housing types. The proposal:

- introduces no harmful external alterations;
- preserves the appearance of the terrace;
- sits within an area already containing a mix of household types;
- supports a mixed and balanced community.

Our study demonstrate the HMO concertation within 50m & 100m radius is below accepted 10%.

Accordingly, the proposal complies with Policy H SP4(a).



50m radius		
Address	Units	
Longford Road 6-30	47	
Longford Road 11-35	12	
Beatty Road 1-3	2	
Clifton Road 1-3a	13	
Clifton Road 2-4	2	
Total	76	Density
Existing HMO	4	5.3%
Predicted HMO	5	6.6%

100m radius		
Address	Units	
Longford Road 2-52	61	
Longford Road 1-47	12	
Beatty Road 1-15	8	
Beatty Road 2-8	4	
Clifton Road 1-19	22	
Clifton Road 2-16	8	
Linden Road 6-46	21	
Total	136	Density
Existing HMO	7	5.1%
Predicted HMO	8	5.9%

7. Residential Amenity

The proposal remains wholly residential in character.

Although occupancy increases compared with a single household, the level of occupation (8 persons) is comparable to a large family dwelling.

No harmful overlooking, overshadowing or unacceptable noise impacts will arise beyond those ordinarily associated with residential occupation.

The proposal therefore accords with:

- D DM1
- QE SP1
- QE DM1
- H SP4

8. Internal Space Standards

The proposed bedroom sizes, communal facilities, kitchen provision, bathrooms and fire safety arrangements will be designed to meet:

- Arun Private Sector Housing HMO standards
- LACORS guidance
- Chichester and Arun Landlord Accreditation Standards
- HMO licensing requirements.

9. Private Amenity Space

The development provides a high-quality, private rear garden measuring 53m² in area with a depth of 7.3m. While the total area sits slightly below the Council's standard 70 m² target for large new residential properties, and the depth is a minor departure from the 10.5 m target in the Arun Design Guide, the space is highly functional, exceptionally well-located to provide full privacy from other tenants and neighbours and entirely suitable for the needs of the occupiers.

Unlike a standard large family home, an 8-bedroom HMO is occupied by independent adults. This demographic does not require large, private lawn areas for children's play equipment (e.g., trampolines or swings). The 53m² area is perfectly proportioned for adult communal relaxation, outdoor seating, and socializing

10. Waste and Cycle Storage

Long-stay residential cycle parking to be located within the private rear garden, featuring lockable shelters. This ensures all 8 residents have weather-protected, secure storage for their primary transport. To further support active travel, a low-profile visitor cycle stand (Sheffield-style rack) to be provided within the site's front curtilage, facilitating short-stay visitor parking.

A purpose-built, screened enclosure for refuse and recycling storage is positioned within the front curtilage. This configuration allows all bins to be completely hidden from public view, preserving the visual character of the street frontage while allowing direct, seamless kerbside collection on designated days.

This complies with:

- T SP1 / T DM1
- WM DM1

11. Highways and Parking

The site occupies a highly sustainable location close to:

- public transport;
- shops and services;
- employment;
- town centre facilities.

Although no off-street car parking is provided, the site's accessibility and proposed cycle facilities ensure that the development would not generate excessive parking demand or highway harm. Occupants will be advised that parking in the area is likely to be limited, and will be encouraged to use bicycles and public transport.

12. Biodiversity and Pagham Harbour Mitigation

In accordance with Local Plan Policy ENV DM5, consideration has been given to the protection and enhancement of on-site biodiversity.

The rear garden is overgrown with low value planting and weeds, with concrete footpaths, and storage area.

The garden will be stripped back of the excess vegetation prior to establishing a more detailed landscaping scheme, which will look to increase the possibility of planting. Raised planters will be provided around a communal seating area, and cycle stores provided with green roofs.

Bird nesting boxes to be installed under dormer eaves.

The use of the property are not considered to impact onsite or linear habitats, an overall improvement to the garden and the potential for biodiversity is proposed, and any landscaping plans will take into account the suggestions detailed in Policy ENV DM5 of the local plan.

Given the site's location within the Pagham Harbour Zone B mitigation area, the applicant acknowledges that a Section 106 contribution will be required

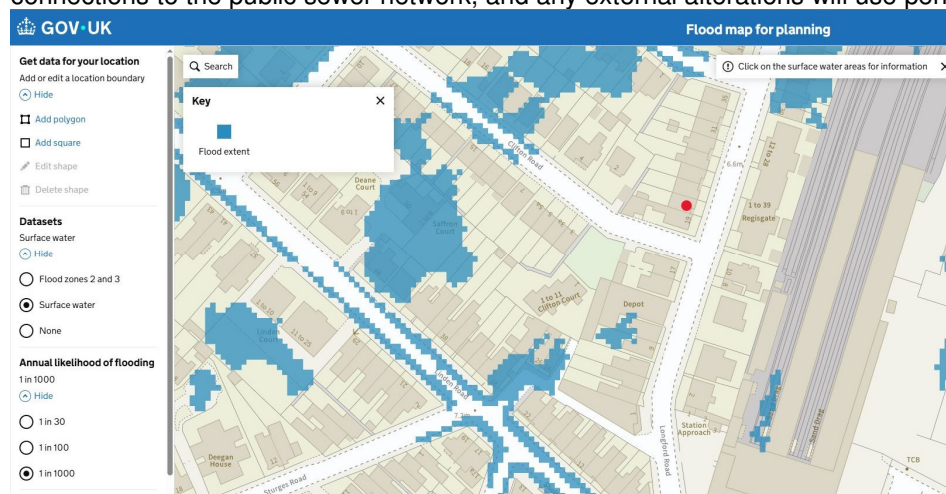
13. Sustainability and Energy Efficiency

The development will incorporate energy efficiency measures, including:

- Improved insulation – new extension and loft conversion elements would meet and exceed the current U-value requirements;
- Replaced and new windows to be Energy efficient;
- Low-energy lighting to be installed,
- New energy efficient water heating system to be provided.
- Solar panels to be installed
- Existing walls to be insulated.

14. Flood Risk and Drainage

The site is not located within Flood Zone. Surface water drainage will be managed through existing connections to the public sewer network, and any external alterations will use permeable surfaces.



15. HMO Management

The property will be professionally managed and will include:

- Waste and recycling arrangements;
- Maintenance programmes;
- Clear tenancy agreements;
- Complaints and monitoring procedures.

Occupancy will be limited to a maximum of 8 residents by condition

16. Conclusion

The proposed change of use of 21 Longford Road to a 8-bedroom, 8-person HMO is fully supported by local and national planning policy.

The scheme replicates the recently approved adjoining development and will:

- provide needed shared housing accommodation;
- preserve the character of the area;
- avoid harm to neighbouring amenity;
- provide adequate internal and external living standards;
- offer secure cycle and waste storage;
- promote sustainable town-centre living.

The proposal is considered suitable for approval