
Sussex Building Consultancy Limited



Design and Access Statement for Conversion of the Disused Ground Floor Restaurant into 2 x Office Suites.

Lansdowne House, The Esplanade,
Bognor Regis, PO21 1TR.

Date : 08 August 2026

Ref : SBS/3LHTE/02

Revision :

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1.0 Introduction

- 1.1 Lansdowne House is a 3-storey property on the Esplanade in Bognor Regis set facing the sea.
- 1.2 The existing building is divided into 4 flats on the upper two floors and previously a restaurant on the ground floor along with a communal access door to the flats above.
- 1.3 The work proposed is to convert the existing restaurant, kitchen and storage areas on the ground into two office suites with WC and kitchen facilities for each.
- 1.4 The work involved is purely internal and non-structural.
- 1.5 The restaurant was vacated by the tenants early in the lease in early 2020 when the Covid pandemic first hit and has been empty since then. The owner now seeks a viable use for the property which would allow for the disused premises to be brought back into use.



Picture – Aerial photo of site, (Google Maps).

2.0 Site Description

- 2.1 The existing dwelling is a 3 storey Georgian style building set facing the Esplanade and the English Channel. The site is located within the Bognor Regis – The Steyne Conservation Area.
- 2.2 The ground floor was previously used as a restaurant with kitchen and storage areas.
- 2.3 The main building has a rendered façade and within the courtyard area walls are a mixture of painted brick and flintwork. The roof is covered with interlocking concrete tiles.
- 2.4 Windows are PVC framed double-glazed units.

2.5 The doors are wooden.

3.0 Planning History.

3.1 The full history is shown below.

Pre – 1987 history.

Reference	Location	Proposal	Type	Status
BR/1036/80	2-5 Lansdowne House The Esplanade Bognor Regis	New shopfront with canopy change of use to ancillary storage & ext to include sale	Planning	Refuse
BR/1170/81/B	Flat Nos 8 9a & 9b Lansdwone House The Esplanade	Provision of new kitchen to flat 9a provision of bathroom to flat 96 by taking 1 room	Building	Permitted
BR/15/52/A/ADV	6 & 7 The Esplanade Bognor Regis	Illuminated sign	Planning	Apprvd/Cond ADV
BR/15/52/ADV	6/7 Esplanade Bognor Regis	2 advert signs	Planning	Apprvd/Cond ADV
BR/25/53	7 & 8 Lansdowne House Esplanade	Renewal of shop front	Planning	Refuse
BR/25/53/A	6 & 7 Lansdowne House Esplanade	New shopfront	Planning	Perm Devel'ment
BR/25/53/A/B	6 & 7 Lansdowne House Esplanade	New shopfront	Building	Permitted

BR/25/53/B	6 & 7 Lansdowne House Esplanade	Provision of serving hatch in shopfront window	Planning	Refuse
BR/25/53/C	6 & 7 Lansdowne House Esplanade	Alterations and improvements	Planning	Approve Cond
BR/25/53/D	5 Lansdowne Place Esplanade	Shop front	Planning	Approved
BR/25/53/E	2 Lansdowne House Esplanade	Shop front	Planning	Approved
BR/338/68/A	The Esplanade Bognor Regis	Illuminated projecting sign (Tonibell Ice Cream)	Planning	Refuse
BR/410/83/B	Flats 8 9A 9B Lansdowne House The Esplanade	Heating installations	Building	Permitted
BR/5/53/ADV	6/7 Lansdowne House Esplanade Bognor Regis	Shopfront Green neon border round fascia	Planning	Apprvd/Cond ADV
BR/539/84	Little London Lansdown House The Esplanade	Change of use from cold take away to hot and cold take away	Planning	Approve Cond
BR/670/74/B	6/7 The Esplanade Bognor Regis	Addition of wc & cloakroom	Building	Permitted
BR/677/74	6/7 Lansdown House Aldwick	New shopfront to existing restaurant	Planning	Approved

	Road Bognor Regis			
BR/677/74/B	6/7 Lansdowne House Aldwick Road Bognor Reigs	New shopfront to existing restaurant	Building	Permitted
BR/76/79	1/5 Esplanade Bognor Regis	C OF U of part of shop for additional use as sandwich bar for consumption off the	Planning	Approve Cond

Post 1987 history.

Reference	Location	Applicant	Accepted	Proposal	Type	Status
BR/32/19/HH	4A Lansdowne House The Esplanade Bognor Regis PO21 1TR	Mr D Poole	01-02-19	Replacement front facing windows . This application affects the character and appearance of the Steyne Conservation Area	Planning Household	ApproveConditionally

BR/230/05/A	Tumptim Siam Restaurant Lansdowne House 6/7 The Esplanade	Mr Chanuphol Ounmesri	27-06-05	One externally illuminated fascia sign	Planning Advertisement	Approve Conditionally
BR/181/01/BN	Lansdowne House The Esplanade Bognor Regis		29-06-01	Flat conversion (as per plans BR/114/01)	Building Bldg Notice	Accepted
BR/114/01/	Lansdowne House The Esplanade Bognor Regis	Lansdowne Properties	17-04-01	Flat conversion	Planning Plan Application	Approve Conditionally
BR/311/90/BN	Lansdowne House The Esplanade Bognor Regis		21-08-90	Building Notice for reinstatement of areas damaged by storms and the sea	Building Bldg Notice	Accepted
BR/307/90/B	Rapley's 6-7 Lansdowne		15-08-90	Ladies toilet	Building Bldg Regs Subm	Passed

	House The Esplanade					
BR/295/90/BN	Rapley's 6/7 Lansdowne House The Esplanade Bognor Regis		03-08-90	Building Notice for additional ladies toilet	Building Bldg Notice	Rejected
BR/273/90/CA	Lansdown House The Esplanade Bognor Regis	Mr E & Mrs S B Raymond	09-07-90	Conservation Area Consent to repair and replacement to front elevation of existing building damaged during February 1990 storms and flooding .	Planning Cnsrvtn Area Co	ApproveConditionally

- 3.2 In 2023 a Pre-Application advice submission was made to enquire about the possibility of converting the ground floor restaurant into 2 x self-contained flats (reference PAA/84/23/).
- 3.3 In conclusion the response was not supportive of the development for reasons of lack of residential amenity, particularly the rear unit and the fact that the site is within Flood Zone 3 and restricted to the ground floor only.
- 3.4 The principal of finding an alternative use for the building was accepted and felt reasonable within the Conservation Area as little or no changes were proposed to the exterior of the building.

3.5 In 2025, a Pre-Application advice submission was made to enquire about the possibility of converting the ground floor into 2 x office suites (reference PAA/38/25). The summary of the response is shown below.

'Given the previous use of the premises as a restaurant, it is not anticipated the development would result in adverse harm to the amenity of nearby occupiers. The change of use would not result in any physical changes to the property which would result in overbearing, overshadowing, or overlooking of neighbouring property. The use as office suites would also pose a less intensive occupation of the ground floor than the previous use, resulting in the creation of noise likely to be limited to daytime working hours. Hours of operation should be provided with any application, and specification of the number of staff should also be given. This is so that the impact of potential noise and disturbance which may arise from staff movements and any associated visitors can be fully assessed.'

'The ADC Conservation Officer was not consulted on this application; however, an informal conversation was had on the previous pre-application for this site regarding conversion to flats (PAA/84/23/). These comments are still of relevance. He was of the opinion that, as the works were to be primarily internal, there would likely be very little impact on the visual appearance of the property, especially from the street scene. He also noted the appearance of the former restaurant within the street scene, when it was in use, was painted a vibrant red colour, which did detract from the character and appearance of the buildings and surrounding heritage assets. As such, subject to any external works following the nature of the surrounding context in terms of materiality and colour, the appearance would be more appropriate for the locality than previously existed.'

The site lies within Flood Zone 3b. Planning Policy Guidance (PPG) contains Table 2 'Flood risk vulnerability and flood zone 'incompatibility' ' (Para 079), which details that development encompassing 'less, more, or highly' vulnerable classifications should not be permitted in Flood Zone 3b, regardless of the undertaking of sequential or exception tests. As defined within Annex 3 of the NPPF (2024), buildings used for restaurants or offices both fall under the 'less vulnerable' classification, and as such neither use should be permitted in this flood zone. However, consideration should also be given to the fact that this is an existing Class E unit, and as such this level of vulnerability already exists.

Therefore, as the development would not result in the increase in vulnerability of the users of the site over that existing, it would be unreasonable and unsustainable to prevent the change of use of a premises if there is no increased risk of flooding to life and property. It is however necessary to ensure that the flood risk posed to the site is kept to an acceptable level and mitigated where possible. In line with Footnote 63 of the NPPF (2024), a site-specific Flood Risk Assessment (FRA) should be provided in order to assess all sources of flooding and their associated risks.

Biodiversity Net Gain for small sites came in on the 2 April 2024, requiring all sites provide 10% BNG on or off site, unless exempt. Whilst this requirement is active, 10% is not required as there is no onsite habitat which will be affected, and the site is subject to de minimis exemption.

Given Biodiversity Net Gain, as required under ENV DM5 is the only requirement relevant to the proposal, any application for planning should be accompanied by a statement detailing any ecological enhancements which can be undertaken to increase biodiversity within the

premises. This could include the installation of a bird box (es) to the external elevations of the building, or a hedgehog hotel or insect house within the site.

1.0 Planning Policy

- 1.1 Designation applicable to this site, within the built boundary and the Bognor Regis – The Steyne Conservation Area.
- 1.2 Saved policies of Arun District Council Local Plan are **Policy GEN2** - Built-up area boundary, **Policy GEN7** - The form of Development and **Policy AREA2** - Conservation Area.
- 1.3 National planning policies are **PPS1** - Delivering sustainable development and **PP35** - Planning for the historic environment.

2.0 Design Proposal.

- 2.1 The proposal is for change of use only and other than the removal of the restaurant signage it involves no external alteration.
- 2.2 Over the last few years the owner has invested a significant amount of time and money in improving the façade and exterior appearance of the building.
- 2.3 The existing building is already well integrated within the local area particularly considering the proximity to nearby Listed Buildings of The Ancient Mariner Hotel and Connaught House.

3.0 Use

- 3.1 The proposed office use (from restaurant use) stays within Use Class E.
- 3.2 **Office Suite 1** has a general reception area off the entrance lobby with a small kitchenette area. Off this is a more private office area and WC facilities capable of use by disabled persons.
- 3.3 **Office Suite 2** has a small entrance lobby with two offices off this, one has the kitchenette and storage area, the other has the WC facilities capable of use by disabled persons.
- 3.4 Hours of opening will be restricted to Monday to Friday, 09.00 am to 5.30 pm and the number of employees will not exceed 3 x people per office suite.

4.0 Amount

- 4.1 The two office suites will have a total floor space of:-
Office Suite 1 – 49.5 m2.
Office Suite 2 – 47.9 m2.

5.0 Site Layout

- 5.1 The site layout remains unchanged.

6.0 Scale

- 6.1 The scale of the proposed building remains unchanged as there are no external alterations proposed.

7.0 Landscaping

- 7.1 Not applicable.

8.0 Trees

- 8.1 No trees.

9.0 Appearance

- 9.1 The appearance of the existing building within the special nature of the Bognor Regis – The Steyne Conservation Area, will remain unchanged. The siting is not overbearing to any adjoining properties nor does it detract from the street-scene in any way.

10.0 Materials

- 13.1 Materials used externally are unchanged.

11.0 Access

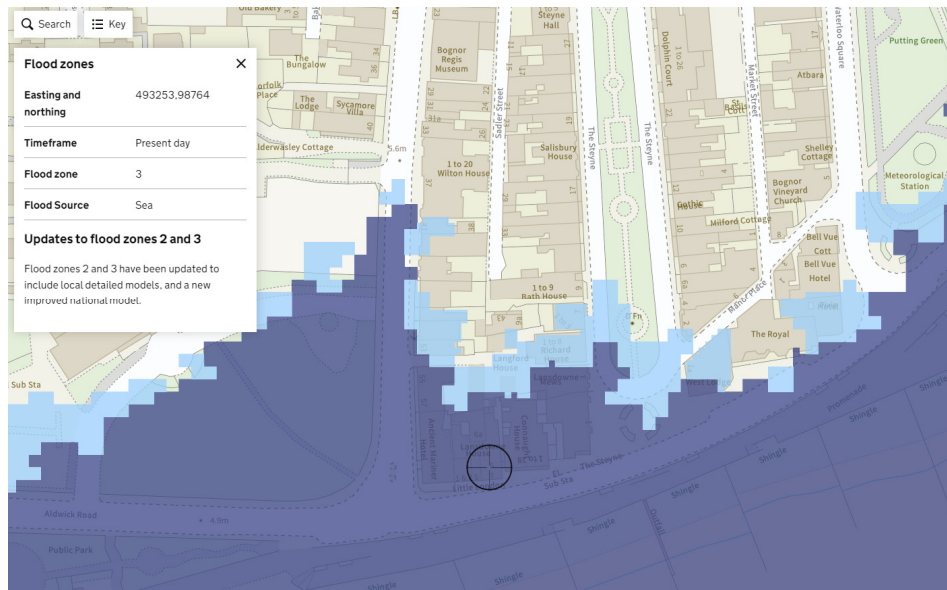
- 11.1 Vehicular and Transport Links – there will be no changes to the existing arrangement. No parking is available on site but permit parking is available on adjacent roads and in any case the amount of parking required would be less than that of a restaurant.
- 11.2 Inclusive Access – The access arrangements to and within the new extensions will comply with the requirements of Approved Document 'M' to the Building Regulations.
- 11.3 The location of the proposal is considered to be within a sustainable location with close links to public transport – buses and trains.
- 11.4 Cycle storage is proposed off the courtyard area for each office suite as shown on the plans.
- 11.5 The site is in a controlled parking zone and would require a permit to park. The site is in a sustainable location with shops and amenities within walking distance. Hothampton Car Park is approximately a 400m walk from the site which can provide longer term parking. The site is also 600m from Bognor Regis Railway Station and bus stops are in close proximity.

12.0 Sustainability

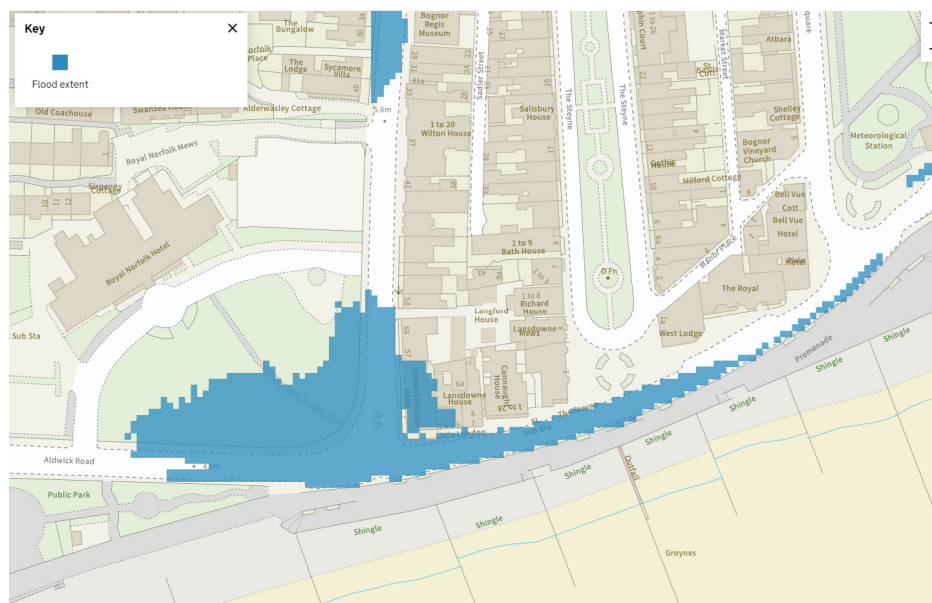
- 15.1 All materials will be sourced from a sustainable source where possible and the construction of the extensions will comply with the requirements of Approved Document 'L' of the Building Regulations for energy use.
- 15.2 Provision for cycle storage is included within the proposal with a storage facility for each office provided.

13.0 Flood Risk

- 13.1 The area of the site falls in flood Zone 3 according to the Environment Agency webs site matrix, and as such is located within the area of extreme flood.
- 13.2 Floor levels will remain the same as existing.



Picture – Environment Agency Flood Map Extract.



Picture – Environment Agency Surface Water Map Extract.

- 13.3 Both the existing and proposed use fall within Use Class E and whilst it would be difficult to accept new development on the site for either the restaurant or office use, as defined within Annex 3 of the NPPF (2024), the proposed office use falls within the 'less vulnerable' classification and that consideration needs to be given to the fact that a degree of vulnerability already exists on site and that there is no intensification of use and in-turn there is no additional reliance imposed on the emergency services in the event of a flood.
- 13.4 The development does not result in the increase in vulnerability of the users of the site over that existing, it would be unreasonable and unsustainable to prevent the change of use of a premises if there is no increased risk of flooding to life and property.
- 13.5 As there are no additions to the building, there will be no additional flood risk caused elsewhere.
- 13.6 Flood resilient measures will be incorporated within the development including:-
- Water, electricity and gas meters will be located above predicted flood level.
 - Non-return valves will be used in the drainage system to prevent back-flow of diluted sewage in situations where there is an identified risk of the foul sewer surcharging.
 - All service entries will be sealed (e.g. with expanding foam or similar closed cell material).
 - Closed cell insulation will be used for pipes which are below the predicted flood level.
 - Boiler units and ancillary devices will be installed above predicted flood level and preferably on the first floor of two-storey properties.
- 13.7 In addition to the notes above, attached with this application is the FRA produced by UK Flood Risk Consultants which provides more information on the risks of flooding associated with this site.

14.0 Drainage

- 14.1 Foul water drainage – new appliances will discharge into the existing system, which is in turn, connected into the existing public foul water drainage system.
- 14.2 Surface water drainage – existing gutters and down pipes serving the building will remain – it is thought that they connect into the existing combined drainage system. Note that no overall additional rainwater is taken as part of the development.

15.0 Biodiversity

- 15.1 To show biodiversity net gain it is proposed to erect 2 x No. bird boxes fixed to the building or boundary walls for nesting birds.

16.0 Economic Regeneration

- 16.1 The previous tenants of the property, Tup Tim Siam, a Thai Restaurant, vacated the site in early 2020 when the Covid 19 pandemic hit the country.
- 16.2 For six months, there was no opportunity to get replacement tenants in as there was no market, restaurants were all closed and even when they did open, seating and space separation requirements limited the amount of patrons that could be catered for and certainly meant that a small premises such as the application site was simply inviable.
- 16.3 The premises was left in a poor state of repair by the previous tenants and the kitchen and equipment in particular would have been no use to any incoming tenant. To then attract new tenants would have been prohibitively expensive to replace the equipment needed to entice them.
- 16.4 The owner since has stripped the equipment and seating used by the Thai restaurant from the property and has used the space for storage. This has been the case for the last 6 years.