

Recommendation Report for Planning Permission

REF NO:	BR/219/25/PL
LOCATION:	45 High Street Bognor Regis PO21 1RU
PROPOSAL:	Mansard roof extension for 1 No 2-bed apartment with construction of an external staircase and window and door amendments to rear elevations (resubmission following BR/158/25/PL). This application is in CIL Zone 4 (Zero Rated) as a flat.

SITE AND SURROUNDINGS	
DESCRIPTION OF APPLICATION	The application seeks to amend the roof from a hipped roof to a mansard to accommodate 1 No. 2 bed flat. Amendments are also sought to the windows and doors of the existing flats at lower levels.
TREES	None on site
SITE CHARACTERISTICS	The site forms part of a terraced block which is a three storey property with commercial premises to the ground floor. An application was approved in 2024 to convert the first and second floor offices into residential.
CHARACTER OF LOCALITY	The site is within a commercial area, located to the outskirts of Bognor Regis town centre, there are residential uses present to the first floor of nearby commercial units.

RELEVANT SITE HISTORY		
BR/229/25/PL	Construction of 6 No apartments (resubmission following BR/156/25/PL). This application is in CIL Zone 4 (Zero Rated) as flats.	
BR/158/25/PL	Mansard roof construction at third floor level to allow for 1 No. 2 bed apartment. This application is in CIL Zone 4 (Zero Rated) as flat.	Refused 04-12-25
BR/156/25/PL	Construction of 6 No apartments to the rear. This application is in CIL Zone 4 (Zero Rated) as flats.	Refused 04-12-25
BR/120/24/PD	Prior approval under Schedule 2, Part 3, Class MA for the change in use of the first and second floor of the	No Object'n + Conds 22-01-25

property to 4 No flats. This application is in CIL Zone (Zero Rated) as other development.

REPRESENTATIONS

Bognor Regis Town Council provided no objection.

No representations received from nearby occupiers.

COMMENTS ON REPRESENTATIONS RECEIVED:

Comments noted.

CONSULTATIONS

CONSULTATION RESPONSES RECEIVED:

Environmental Health - No objection subject to conditions for a scheme to protect the dwelling from noise and hours of construction.

Economic Regeneration - No comment.

COMMENTS ON CONSULTATION RESPONSES:

Comments noted.

POLICY CONTEXT

Built up area boundary

Within 5km of Pagham Harbour SSSI

DEVELOPMENT PLAN POLICIES

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

DDM1	D DM1 Aspects of form and design quality
DDM2	D DM2 Internal space standards
DDM4	D DM4 Extensions and alter to exist builds (res and non-res)
DSP1	D SP1 Design
ENVDM2	ENV DM2 Pagham Harbour
ENVDM5	ENV DM5 Development and biodiversity
SDSP2	SD SP2 Built-up Area Boundary
TSP1	T SP1 Transport and Development
WDM2	W DM2 Flood Risk

PLANNING POLICY GUIDANCE:

NPPF	National Planning Policy Framework
NPPG	National Planning Practice Guidance

SUPPLEMENTARY POLICY GUIDANCE:

SPD11	Arun Parking Standards 2020
SPD13	Arun District Design Guide (SPD) January 2021

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.

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 development does not result in adverse harm upon the area nor upon neighbouring amenity, parking, flood risk or biodiversity.

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.

BIODIVERSITY NET GAIN

This application is not liable for BNG falling within the de minimis threshold.

CONCLUSIONS**BACKGROUND**

BR/158/25/PL was refused for the same development in Dec 2025. This sought a roof extension with an additional flat and was refused due to the absence of a S106 to secure mitigation for Pagham Harbour. BR/120/24/PD approved the conversion of existing offices to 4 residential units to the first and second floor of the building. This application introduces changes to the external elevations which would not have been permitted under the PD application.

PRINCIPLE

The site is within the built-up area boundary where development is permitted subject to compliance with relevant development plan policies. These relate to aspects such as design, amenity, parking and flood risk.

NPPF policy S4.1 states 'Development proposals within settlements should be approved unless the benefits of doing so would be substantially outweighed by any adverse effects, when assessed against the national decision-making policies in this Framework.'

The Arun Design Guide (ADG) and Arun Parking Standards are also relevant.

Bognor Regis has a made Neighbourhood Plan although none of the policies are of relevance to the application.

DESIGN AND VISUAL AMENITY

ALP policy D SP1 requires that development proposals make efficient use of land but reflect the characteristics of the site and local area in their layout, landscaping, density, mix, scale, massing, character, materials, finish and architectural details.

ALP policy D DM4 relates to extensions to existing buildings and seeks any extension to sympathetically relate to the existing building.

NPPF policy DP3.1 states proposal should respond to their context, so that they integrate with and enhance their surroundings. DP3.2 provides principles that should be complied with for well designed places.

The proposal seeks to alter the roof of the building. The existing roof has a double hip with a parapet to the northern elevation. This will alter to form a mansard roof and will result in an increase in height to the building by approximately 1.5m from 10.5m to 12m. This would result in the building being higher than its immediate neighbours however the High Street features properties of varied heights and design and the alteration would not result in the property appearing adversely out of character or prominent within the street scene. The parapet to the principal elevation will be retained.

The mansard roof will encompass an additional floor to serve a 1.No 2 bedroom flat. Access to the flat would be from the rear of the property on Belmont Street via an external staircase. This would not be visible from the public realm as a result of surrounding development. The use of the third floor for residential purposes would be in keeping with the remainder of the property. A commercial building is retained to the ground floor. Belmont Street where the access is proposed is occupied by buildings that largely form the rear of the commercial buildings that front the High Street and it would not be harmful to the appearance of the street scene from this elevation.

The ADG states the scheme should 'Respond to the existing scale and massing of the surrounding built environment, emulating this scale in the majority of cases.' 'Avoid insensitive extensions and alterations which deviate from the general scale and massing of the surrounding area'. The alterations to the roof are in keeping with the existing scale and massing of the area and accords with the ADG.

The proposal also seeks alterations to the internal layout of the flats and the position/size of windows, to the first and second floor including the ground floor windows to the shopfront. These changes do not result in harm upon the appearance of the building and will improve its appearance in the street scene.

The alteration proposed would not result in adverse harm upon the appearance of the building or character of the area in accordance with ALP policy D DM1 and D SP1, the ADG and the NPPF.

RESIDENTIAL AMENITY

ALP policy D DM4 sets out criteria for which applications relating to extensions and alterations of existing buildings must be assessed against. They generally seek to minimise the impact of the proposal on the character of the host dwelling, its neighbours and the locality.

The proposal will increase the height of the property. The neighbouring sites are occupied by buildings that predominately cover all the site at two storey level and as a result the roof alteration would not result in adverse overbearing or overshadowing.

There will be two additional windows to the top floor which face north and south, overlooking the street scene, with the rear of the site adjoining Belmont Street. The external staircase to the rear would permit additional views however the neighbouring buildings would not be subject to adverse overlooking as a result of their height and built form at two storey and with no neighbouring windows to this elevation.

Due to the development proposed and its location, it would not result in adverse overbearing, overshadowing or overlooking and accords with ALP policy D DM4.

SPACE STANDARDS

ALP policy D DM2 requires residential developments to meet the internal space standards set out in the Governments Technical Housing Standards (Nationally Described Space Standard NDSS). The supporting text of D DM2 requires external space to accord with the guidelines set out in the ADG.

The 2 bedroom flat proposed to the third floor complies with the 2b3p requirements.

Policy H.04 of the ADG advises that outdoor amenity spaces should be of an appropriate size and shape and be usable and enjoyable. The ADG states: 'Communal residential spaces (common in flatted developments) provide an element of amenity to complement lower levels of private outdoor space.' 'Residential Communal Shared Spaces should deliver a minimum 40sqm plus 10sqm for each unit'. The proposal should provide 50sqm of amenity space. The scheme does not comply with this as no private or communal space is provided.

Whilst the development does not provide external space, this is acceptable due to its town centre location. The site is in close proximity to Bognor Regis seafront and is a 5 minute walk to open space at Hothampton Sunken Gardens. Future residents would have easy access to alternative areas of green space.

The proposal would not comply with the ADG on outdoor space however given the town centre location and that future residents can access alternative areas of open space in close proximity, the lack of amenity space is acceptable, and the proposal complies with ALP policy D DM2 and the ADG.

PARKING

NPPF policy TR6.4 states proposals should be refused if they would have a severe adverse impact on the transport network.

Policy T SP1 of the ALP supports development which incorporates appropriate levels of parking in line with the West Sussex County Council guidance on parking provision.

ADC Parking Standards require each new 1 and 2 bed dwelling in this location (Parking Zone 4) to provide 1 parking space. The development would therefore require 1 parking space.

The site is constrained with limited space available for parking and as a result no parking spaces are

provided. The site is within 300m of Bognor Train Station and is situated behind the high street which provides access to shops and services within a walkable distance.

In terms of cycle parking, 1 space should be provided per flat and this is proposed to the rear of the site within the ground floor. There is sufficient space on site to accommodate cycle provision and its location is acceptable.

Whilst the proposal does not comply fully with ADC Parking Standards, owing to its location in a sustainable location, this is acceptable and would not result in harm upon the highway in compliance with ALP policy T SP1 and the NPPF.

BIODIVERSITY

To comply with ALP Policy ENV DM5 biodiversity net gain should be demonstrated on site and this could be achieved through the installation of features such as green roofs, bird/bat boxes or the provision of new habitat on site.

No details have been provided with regards to a net gain at the site. The site is almost wholly built over and meets the de-minimis exemption from Statutory Biodiversity Net Gain. The site has minimal ecological value.

Conditions securing the provision of two bird boxes at high level on the rear elevation will be attached to ensure the proposal would provide some biodiversity net gain in accordance with ALP policy ENV DM5.

FLOOD RISK AND SURFACE WATER DRAINAGE

ALP policy W DM2 refers to flood risk, the sequential/exception tests and mitigation measures.

NPPF policy F7 states proposals should not present a risk from flooding to potential occupiers, users, or visitors and should not increase flood risk elsewhere.

The site is not in a flood risk zone nor at risk from climate change. The proposal seeks development at third floor level and does not increase the footprint of the site through built form nor does it seek any alterations or additional hard standing to the site.

The development will not give rise to an increase in flood risk and is in compliance with ALP policy W DM2 and the NPPF.

PAGHAM HARBOUR

Pagham Harbour is designated as a Special Protection Area and Ramsar site and ALP policy ENV DM2 requires any proposals for new residential development within the Pagham Harbour buffer zone (0 to 5km) to pay a contribution of £962 per new unit to contribute towards strategic access management measures.

The application has been accompanied by a S106 Agreement which has been checked and completed. This secures contributions towards Pagham Harbour and there is no conflict with policy ENV DM2.

SUMMARY

Policy S4 (c) states in all locations, development proposals that accord with both an up-to-date development plan and the decision-making policies in this Framework should be approved without delay.

The development falls within the BUAB where the principle of development is acceptable subject to compliance with relevant policies. The proposal is compliant with policy in all matters surrounding design and character, residential amenity, transport and parking and biodiversity.

The application is recommended for approval subject to conditions.

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

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.

SECTION 106 DETAILS

A Section 106 legal agreement has been completed which secure a financial contribution of £962 towards the Pagham Harbour Access Management Mitigation Measures.

CIL DETAILS

This application is CIL liable, therefore, developer contributions towards infrastructure will be required (dependent on any exemptions or relief that may apply).

RECOMMENDATION

- 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 and Block Plan and Proposed Floor Plans - WATD-003-P
 - Proposed Elevations - WATD-004-P

Reason: For the avoidance of doubt and in the interests of amenity and the environment in accordance with Arun Local Plan policies D DM1 and D SP1.

- 3 Demolition/construction works shall only take place between 08:00 hours and 18:00 hours (Monday to Friday) and between 08:00 hours and 13:00 hours on Saturday with no activities taking place on Sundays or recognised public holidays. In addition to these hours of working, the Local Planning Authority may approve in writing a schedule of activities where it is necessary to conduct works outside the hours specified in this condition.

Reason: To protect the amenity of local residents in accordance with the Arun Local Plan policy QE SP1.

- 4 The development shall not be occupied until a scheme for protecting the proposed dwelling from noise from the mixed-use area has been submitted to and approved in writing by the Local Planning Authority. All such works which form part of the scheme shall be completed before any part of the dwelling is occupied.

Reason: To safeguard the amenity of residents in accordance with Arun Local Plan policy QE DM1. This must be a pre-commencement condition because it is necessary to have such mitigation measures in place before the buildings are occupied.

- 5 Prior to the occupation of the dwelling hereby approved two bird boxes shall be installed to the north or southern elevation of the building. The bird boxes shall be maintained in perpetuity.

Reason: To provide ecological enhancement and biodiversity net gain on site in accordance with Arun Local Plan Policy ENV DM5.

- 6 Prior to installation of external facing materials, a detailed colour schedule of materials and finishes to be used for external walls and roofs of the proposed building shall be submitted to and approved in writing by the Local Planning Authority and the materials so approved shall be used in the construction of the building/extension.

Reason: To enable the Local Planning Authority to control the development in detail in the interests of character and appearance in accordance with Arun Local Plan policies D DM1 and D DM4.

- 7 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.

- 8 INFORMATIVE: This decision has been granted in conjunction with a Section 106 legal agreement relating to a financial contribution of £962 towards the Pagham Harbour Access Management Mitigation Measures.