

DESIGN AND ACCESS STATEMENT

Proposed Single Storey Rear Extension, Loft Conversion with Dormer and Change of Use to 8-Bedroom HMO

Site Address

54 Richmond Avenue, Bognor Regis, PO21 2YF

Applicant

Open Mind Empire 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 Design and Access Statement accompanies a full planning application for the proposed single storey rear extension, loft conversion, internal alterations and change of use of 54 Richmond Avenue from a dwellinghouse (Use Class C3) to an 8-bedroom House in Multiple Occupation (sui generis). The document explains the design principles, access arrangements, and how the proposal complies with national and local planning policy.

2. Site Description and Context

The application site comprises a semi-detached two-storey dwelling located within an established residential area of Bognor Regis. The property is set back from Richmond Avenue with a small front garden and parking area, and benefits from a long rear garden.

The surrounding area is predominantly residential in character and consists of a mix of single dwellings, converted properties and some existing HMOs.

The site is located within the Built-Up Area Boundary and within the Marine Ward, which is subject to an Article 4 Direction.

3. Planning Policy Context

The proposal has been developed in accordance with the following key documents:

- Arun Local Plan 2011–2031
- National Planning Policy Framework (NPPF)
- National Planning Practice Guidance (NPPG)
- Arun District Design Guide SPD (2021)
- Arun Parking Standards SPD (2020)
- WSCC Parking Guidance (2020)

Pre-application advice dated January 2026 confirms that the principle of development is acceptable, subject to compliance with relevant policies and supporting information.

4. Description of Development

The proposed development comprises:

- A single storey rear extension projecting approximately 3 metres;
- A loft conversion with rear dormer;
- Internal reconfiguration to form 8 bedrooms and shared facilities;
- Change of use from C3 dwellinghouse to sui generis HMO;
- Provision of cycle storage and retention of front parking space.

The proposals optimise the use of the existing building while improving living standards.

5. Design Principles

5.1 Amount

The scale of development is proportionate to the existing dwelling. The proposal provides 8 bedrooms with adequate communal and external space.

5.2 Layout

The layout provides:

- Logical separation of private and shared areas;
- Efficient circulation;
- Convenient access to facilities;
- Good natural lighting and ventilation.

5.3 Scale

The rear extension is single storey 3m deep and approximately 3.25m in height at eaves and max 3.6m including rooflight. The dormer is set below the ridge, set back from rear and side elevation and create additional roof volume of 23.5m³. Both extension would fall under the rules of Permitted Developments.

5.4 Appearance

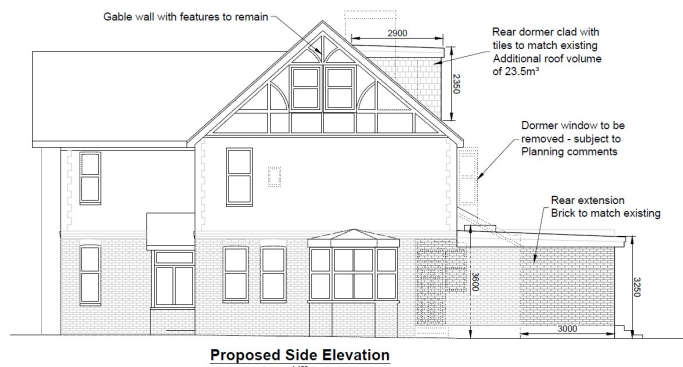
External materials will match the existing building and include:

- Matching brickwork;
- Matching roof tiles and tile hanging;
- Matching windows and doors.
- Side elevation would remain unchanged

The design integrates with the host building and street scene.

5.5 Landscaping

The rear garden will be retained as shared amenity space. Existing boundary treatments will be maintained and enhanced where necessary.



6. Impact on Character and Appearance

The development has been designed to respect the character of the host property and surrounding area.

- The extension is not visible from the public highway;
- The dormer is modest and well-integrated;
- Materials are consistent with the existing dwelling.

No harm to visual amenity is anticipated.

7. Residential Amenity

7.1 Amenity of Future Occupiers

All bedrooms exceed minimum internal space standards and benefit from natural light and ventilation. Communal areas and external amenity space meet adopted guidance, and HMO Licence requirements.

7.2 Impact on Neighbours

The extension and dormer have been designed to minimise impacts on neighbouring properties, with no significant loss of light, privacy or outlook.

8. Access and Parking

8.1 Vehicular Access

Existing access from Richmond Avenue will be retained. One on-site parking space is provided. Although below standard provision, the sustainable location and enhanced cycle storage mitigate the shortfall.

8.2 Cycle Parking

At least six secure cycle spaces will be provided within the site, with provision for additional spaces if required.

8.3 Pedestrian Access

Pedestrian access will remain via the existing front entrance. Internal circulation is designed to be clear and convenient.

Google Maps photographs demonstrate a lot of on street parking spaces on Richmond Avenue and Westing Way plus close distance (150m) to the nearest bus stop.



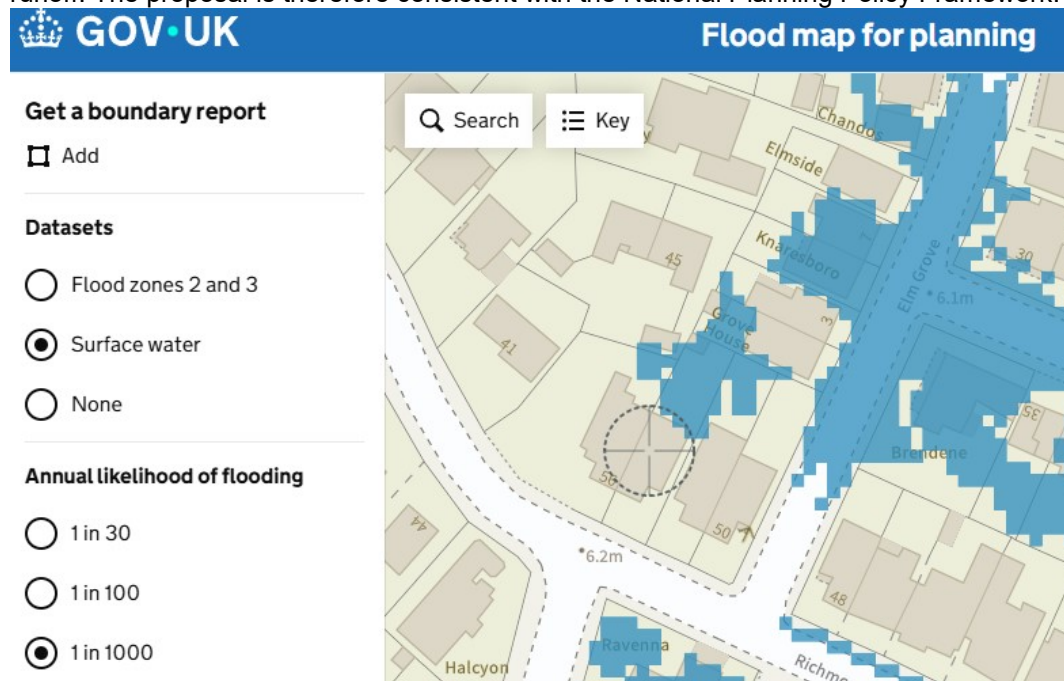
10. Sustainability and Energy Efficiency

The development will incorporate energy efficiency measures, including:

- Improved insulation – new extension 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

11. Flood Risk and Drainage

The site is located within **Flood Zone 1**, as defined by the Environment Agency's Flood Map (low probability of flooding). As such, the proposed change of use to a House in Multiple Occupation (HMO), together with minor extensions, does not trigger the requirement for a detailed Flood Risk Assessment. Surface water drainage will be managed through existing connections to the public sewer network, and any external alterations will use permeable surfaces where practicable to reduce runoff. The proposal is therefore consistent with the National Planning Policy Framework.



Environment Agency Risk of Flooding from Surface Water mapping indicates that the rear part of the site is located within an area of low to medium risk of surface water flooding. This is likely to occur during periods of intense or prolonged rainfall when drainage capacity is exceeded.

One of the proposed bedrooms would be located within this area.

The following measures will be implemented to ensure the development is safe for its lifetime:

- The finished floor level of the rear extension will be set at the existing Ground Floor Level which is around 400mm above existing external ground levels
- Water butts to be installed for garden use
- Permeable paving will be used in external areas
- Raised electrical sockets and services in the affected area to be provided
- Surface water from roofs only will be discharged to the existing drainage network and the existing drainage system to be jet cleaned during construction and well maintained thereafter
- occupiers will be advised of the potential surface water flooding risk and the need to report drainage issues promptly.
- Emergency access to Richmond Avenue would remain available during extreme weather events.
- Store Room at Second Floor Level would be available for tenants in case of extreme weather events

12. Ecology and Biodiversity

The proposal will include biodiversity enhancements, such as:

- Retain existing green space;
- Wildlife-friendly landscaping;
- Bird and bat boxes where appropriate.

A Biodiversity Enhancement Statement will be submitted.

13. Planning Obligations

The development is located within the Pagham Harbour Zone of Influence. A Section 106 Agreement will secure the required financial contribution.

14. 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.

15. Conclusion

The proposed development:

- Is sympathetic to its surroundings;
- Provides high-quality accommodation;
- Protects residential amenity;
- Supports sustainable travel;
- Complies with adopted planning policy.

The proposal is considered suitable for approval.