

# STEPHEN JUPP

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## CHARTERED TOWN PLANNER

Planning and Building Control Division  
Arun District Council  
Maltravers Street  
Littlehampton

Tuesday, 08 April 2025

Dear Sir/Madam:

### Re: 3 & 4 Queen's Square, Bognor Regis

**Reversion of use of properties from 2no separate bed and breakfast accommodation units each having owners accommodation and communal lounge and dining areas at ground floor and 7 B&B bedrooms at first and second floor to 10no flats.**

I write in connection with the above case and have the pleasure of enclosing my client's planning application.

Historically, both properties have been used for a considerable period of time as interlinked HMOs, providing some 9no self-contained HMO units

I can find no record of any permission being granted for such uses, but due to the passage of time it is clear that such uses were carried out for such a long period of time that they would have been immune from enforcement action.

In 2015 I applied for the change of use of the properties from "10 HMO units to 2no separate bed & breakfast accommodation units each having owners accommodation & communal lounge & dining areas at ground floor & 7 B&B bedrooms at first & second floor".

Planning permission was granted on 5<sup>th</sup> October 2015. The permitted 'Proposed Floor Plans' are attached to this current submission but have been relabelled from Sheet 5 to Drawing 6.

Whilst I described the historic use as HMOs it would appear that they were individuals flats since none of them shared any facilities with the other.

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It would appear that the changes to the floor plans were never implemented and the use of the rooms, combined with the separation of all of the units remained. That said, the owner provided breakfasts for all occupiers. This has been, and remains to this day, provided by the owner buying food for their breakfast and this is provided for them fortnightly and this provision forms part of the rental payment.

This application is a change of use only. Accordingly, elevations are not required, nor is a design and access statement.

This application seeks to revert the use of the properties to their former use, namely as 10 self contained flats.

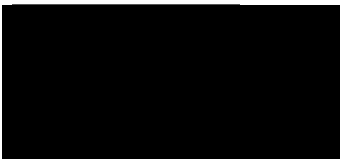
I am not convinced that the application represents a change of use from B&B to flats but in order that the client has some certainty his legal advice is that an application is necessary.

I do not consider there to be any policy, amenity or parking issues as there is no real change to how the buildings have been used for a long period of time.

I therefore consider that the application is acceptable on all counts, and I therefore trust that officer support will be forthcoming.

However, can I ask that if there are any queries concerning the application that the case officer, prior to any formal recommendation being formulated, contacts me?

Yours sincerely,



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