

DESIGN AND ACCESS STATEMENT

Proposed rear extension and alterations at The Friendly Fish Day Nursery

5 Selborne Place, Littlehampton, West Sussex. BN17 5NH

Prepared on behalf of Bright Stars Nursery Group

Ref: HAL/8400/DAS, October 2025



Front of building



Rear of building

INTRODUCTION

This statement has been prepared to support the planning application for a single storey rear extension and alterations at The Friendly Fish Day Nursery, 5 Selborne Place, Littlehampton, West Sussex. BN17 5NH.

This statement should be read in conjunction with the separately submitted Heritage Statement and Flood Risk Assessment.

SITE LOCATION & CONTEXT

The property is a three-storey Building of Character located within the Littlehampton Conservation Area. The main frontage faces Selbourne Place, with the rear of the property adjoining Irvine Road.

Hertfordshire Architects Ltd

The neighbouring property, Nos. 3–4 Selborne Place, currently operates as a restaurant and is identified as a locally listed building. This adjacent property has been extended with a full-width, flat-roofed, single-storey rear extension approximately 6.9 metres deep, built up to the shared boundary line.

PRE-APPLICATION PLANNING ADVICE (PAA/32/25/)

Pre-application advice was sought for a part single-storey / part two-storey rear extension and associated alterations, including fenestration changes, a revised entrance, and an enclosed front garden area.

The key feedback received can be summarised as follows:

- Pre-application planning advice was sought for a part single storey/part two storey rear extension and other alterations including alterations to fenestration, alterations to the entrance and a new enclosed garden area to the front.
- Although elevations have not been submitted, the first-floor rear extension would appear at odds to the host building, with a crown roof form which would not reflect the character and appearance of the host building and would appear incongruous within the street scene when viewed from Irvine Road to the rear. The siting, scale and design of the development at first floor level would not be sympathetic or sensitive to the nature of the site and would be harmful to the character of the host building and street scene
- Although full details of the fenestration changes have not been submitted, some minor fenestration changes may be acceptable.
- The submitted block plan indicates a new enclosed garden area within the site frontage, enclosed by a high level fence. Full details of this enclosed area have not been submitted, however this element would extend forward of the PLDNPAA (ODB) 2018 Arun District Council - PAA/32/25/ 2 of 5 established building line and given the height of the proposed fence, this area would appear incongruous within the street scene.

PROPOSAL

In response to the pre-application advice, the proposal has been significantly revised. The first-floor rear extension and enclosed front garden have been omitted. Planning permission is now sought for:

- A single-storey rear extension.
- Alterations to fenestration on the side elevation.



Director: Pamela Stokes BSc(Hons) BArch RIBA
Registered Office: 13 Cubitts Close, Welwyn, Hertfordshire. AL6 0DZ
Company Registration No.7572717

Hertfordshire Architects Ltd

- Creation of a new baby garden within an existing enclosed side external area.

Proposed Internal Layout and Function

The proposed alterations will enable the nursery to function more efficiently and meet modern childcare requirements:

- A new pre-school room (with toilets and direct access to an external play area).
- The baby room relocated to the front ground floor (former kitchen), providing direct access to a dedicated baby garden.
- The rear garden subdivided to create a separate toddler play area.
- The kitchen, meeting room, and manager's office relocated to the second floor, with an additional WC provided.

DESIGN

The proposed rear extension will be brick-built with a flat roof, designed to minimise height and reflect the scale and form of the existing single-storey extension at Nos. 3-4 Selbourne Place.

External Alterations

- The existing kitchen side window will be replaced with a door and side light, providing direct access from the new baby room to the baby garden.
- A new timber gate will be installed at the front of the baby garden.
- Any replacement windows in the existing building will match the existing in style and materials.
- New windows and doors in the extension will be white uPVC with transoms to match the building's existing fenestration pattern.
- The existing balcony floor above the extension will be removed; the roof canopy will be temporarily propped, and replacement timber posts (matching existing) will be installed, sitting on the new flat roof.

AMOUNT

- The proposed extension measures approximately 6.0m deep and 8.4m wide, resulting in an additional 47m² of internal floorspace.
- The depth is less than that of the adjacent extension at Nos. 3-4 Selbourne Place.
- The increase in floor area will allow the nursery to accommodate an additional 10 children and 2 staff members.



Director: Pamela Stokes BSc(Hons) BArch RIBA
Registered Office: 13 Cubitts Close, Welwyn, Hertfordshire. AL6 0DZ
Company Registration No.7572717

Hertfordshire Architects Ltd

- The baby garden will occupy the existing side courtyard area.

USE

The building will remain in use as a children's day nursery. No change of use is proposed.

SCALE

The extension is of a modest and subservient scale, designed to sit comfortably alongside the host building and the neighbouring property. Its height is comparable to the adjacent rear extension at Nos. 3-4.

ACCESS

- Access to the new accommodation will be via the existing main nursery entrance.
- The baby room will benefit from a dedicated drop-off area within the existing courtyard.
- Existing on-site parking provision for six vehicles will remain unchanged.
- All external fire escape routes will be maintained as existing.



Adjacent extension to the rear of no.3-4 Selbourne Place



Balcony - floor above the extension to be removed and replacement timber posts installed



Existing side courtyard area to become a baby garden

FLOOD RISK ASSESSMENT

The proposal site lies in Flood Zone 3 near the River Arun, therefore the client has commissioned a Flood Risk Assessment Report, which has been submitted to support this planning application. The findings are summarised below:

- As part of the mitigation strategy it is proposed that the finished floor level of the proposed extension be set no lower than that of the existing building.
- To mitigate the residual flood risk, a range of flood resilient measures will be implemented. In addition, occupants should make full use of the Environment Agency's Flood Warnings service, which is available in the area.
- To help reduce the risk from surface water flooding, some Sustainable Drainage Systems (SuDS) measures have been proposed, including the use of rain water harvesting (water butt) and shrub beds in the garden area. These measures will help manage surface runoff and improve the site's overall drainage performance.
- The submission includes the FRA Report (Version 1.0) along with supporting Appendices A to G.

CONCLUSION

The proposed development is considered appropriate, proportionate, and sensitive to the character of the host property and the wider conservation area. In summary:

- The extension is modest in scale and uses materials consistent with the existing building.
- There will be no adverse impact on neighbouring amenity in terms of overlooking, loss of light, or privacy.
- The proposal respects the established character of Selbourne Place and the adjacent locally listed property.
- The additional space provides improved functionality and flexibility, supporting the continued operation of a valued local childcare facility.
- The proposal represents a subordinate and low-key addition, causing no harm to the architectural or historic significance of the building or the conservation area.
- The Flood Risk Assessment Report demonstrates that the proposal will be safe, in terms of flood risk, for its design life and will not increase the flood risk elsewhere.

Accordingly, the proposed development is considered to represent a well-designed, contextually appropriate, and sustainable enhancement to the existing nursery premises.