

Planning Statement

Spring Cottage, Burndell Road, Yapton

Planning Statement

March 2026

GENESIS
TOWN PLANNING

Application	Retrospective planning application for the change of use from residential dwellinghouse to short term holiday let.
Site Address	Spring Cottage, Yapton, Arundel, BN18 0HP
GTP Ref	26004.PS01

Document Management

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Appendix 1 Plans and Elevations

1 INTRODUCTION AND BACKGROUND

- 1.1 Genesis Town Planning has been instructed by the applicant, Mr & Mrs Brown, to prepare a Planning Statement in support of the submission of a Retrospective Planning Application to Arun District Council (ADC) for the change of use from residential dwellinghouse to short term holiday let, at Spring Cottage, Yapton, Arundel, BN18 0HP ('the Site').
- 1.2 This Planning Statement presents an analysis of the application site and surrounding area and sets out the relevant planning history and planning policy context. The Statement explains why the proposed development is appropriate, having regard to the relevant planning policies applicable to the proposal, as well as technical and environmental considerations.
- 1.3 This Planning Statement is supported by, and should be read in conjunction with, a suite of supporting plans, reports and technical documents, as set out below:

Reports:

- Application Forms/Certificates
- CIL Forms
- Planning Statement (including heritage information) (Genesis Town Planning)

Plans:

- Site Location Plan (dwg no. TQRQM21134161249026)
- Site Plan (dwg no. TQRQM21134161446760)
- Proposed First Floor Plan and Sections (dwg no. WAY/2021/04)
- Proposed Ground Floor Plan and Sections (dwg no. WAY/2021/05)

2 THE SITE AND SURROUNDINGS

Site Location

- 2.1 The Site is situated in the village of Yapton and falls within its built-up area boundary. The site falls outside of Yapton Conservation Area.
- 2.2 The Site currently benefits from existing vehicular access from Burndell Road.
- 2.3 The property is located within Flood Zone 1 as shown on the Environmental Agency map for flooding, and there are no areas of surface water risk within the Site.
- 2.4 The Site location is outlined in red in Figure 1 below.



Figure 1: Site Location

Site Description

- 2.5 The property is a detached Grade II listed cottage, which has recently been restored and altered. The listed building was deemed being at severe risk before the restoration works were carried out. The listed building entry is 1237759, and detailed as a two-storey thatched C18 cottage, with two windows, casement windows and finished in flint with brick dressing, quoins, and modillion eaves cornice, all now painted. The cottage is the only listed building on Burndell Road.
- 2.6 The property benefits from onsite parking, which is access off Burndell Road via a drop kerb.

- 2.7 There is a large amenity space to the side of the property which is bound by close boarded fencing and a flint wall. There are a number of existing mature trees and vegetation within the garden space.



Table 1 Photos of the property before and after restoration works.

3 PLANNING HISTORY

- 3.1 A review of ADC's online planning registers has been undertaken. The following applications are relevant to this proposal:

Y/124/21/L	Listed building consent to remove old thatch and pitch-based membrane from existing roof structure, treat as necessary for woodworm. Cut and pitch new roof rafters alongside existing and install collar ties between alternating rafter ties. Rethatch in Norfolk reed with straw block patterned ridge. Wood fibreboard and lime plaster finish to underside of new collar-ties to leave old ceiling joists exposed. Alter the roof to the single storey extension including the removal of existing roof covering and form a small parapet wall, install new rubberised roof covering. Refurbish dormers & side roof. Install heritage style rainwater goods. Remove existing rotten windows and replace with hardwood single glazed Georgian bar casement windows. Remove modern concrete & screed floor to ground floor and install under floor heating and a natural hydraulic lime, aggregate & screed fibre mix. Approved – 15 October 2021
Y/65/21/HH	Drop kerb. Approved – 06 August 2021

4 THE PROPOSED DEVELOPMENT

- 4.1 Retrospective planning permission is sought for the change of use of the existing dwelling at Spring Cottage, Yapton, Arundel, BN18 0HP, from private residential dwellinghouse to a short-term holiday let. The description of development is as follows:

“Retrospective planning consent for the change of use of existing dwellinghouse, to short holiday let accommodation.”

- 4.2 The proposed development comprises the use of the existing property as short-term holiday accommodation. No external or internal alterations are proposed as part of this application. The property will continue to function as a single self-contained unit, with all existing facilities retained. The proposal therefore represents a change in the pattern and nature of occupation only, rather than any physical changes to the buildings footprint, scale or appearance. The access, parking and amenity areas associated with the dwelling will continue to be used alongside the holiday let.
- 4.3 The proposal will enable the property to be used more flexibly while preserving its existing character, appearance, and relationship with the surrounding area. As no physical alterations are proposed, the development will have no impact on the architectural integrity of the property or amenities of its wider setting.

5 RELEVANT PLANNING POLICY

- 5.1 This section sets out the key relevant planning policy considerations at national and local levels. Section 6 below will discuss the principle of development, as it relates to the relevant policies and why the scheme is considered acceptable when considering of the adopted plan, and material considerations.
- 5.2 Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that, in the determination of planning applications, decisions are made in accordance with the Development Plan unless material considerations indicate otherwise. The following section will first note the national policies of relevance before focusing on the local policies considered of most relevance to the consideration of the proposal for the Site.

National Planning Policy Framework (NPPF) – December 2024

- 5.3 The most recently published National Planning Policy Framework (NPPF) was updated in December 2024 and carries full weight in the decision-making process. The new NPPF continues to establish the presumption in favour of sustainable development. Paragraph 2 states that the NPPF is a material consideration in planning decisions.
- 5.4 Paragraph 8 confirms that there are three dimensions to sustainable development - economic (building a strong, competitive economy); social (providing the supply of housing required to meet needs and creating a high quality-built environment); and environmental (protecting and enhancing the natural, built and historic environment).
- 5.5 Paragraph 9 confirms that these roles should be delivered through the preparation and implementation of plans and the application of policies but also considering local circumstances to reflect the needs and opportunities in each area.
- 5.6 In terms of determining applications, paragraph 39 of the framework states that it is a requirement for Local Planning Authorities to approach decisions in a positive and creative way. Planning Authorities should also work proactively with applicants to secure developments that will improve the economic, social and environmental conditions of the area, whilst seeking to approve applications for sustainable development where possible.
- 5.7 Paragraph 48 reiterates the requirements set out in planning law, that applications for planning permission should be determined in accordance with the development plan unless material considerations indicate otherwise. It actively encourages decisions on applications to be made as quickly as possible.
- 5.8 Paragraph 56 states that planning conditions can be used to make a development acceptable, where it might otherwise be unacceptable. Paragraph 57 goes on to say that the use of conditions should be kept to a minimum and only imposed, if necessary, relevant, enforceable, precise and reasonable in all respects.
- 5.9 Design is covered in Section 12, where the Government attaches great importance to the design of the built environment. This policy emphasises that good design is an important component of sustainable development and that it should be inseparable from good planning, which should improve the quality of life in communities.
- 5.10 Paragraph 135 relates to good design, ensuring development is sympathetic to the local character of an area, as well as protecting residential amenities.

- 5.11 Section 16 covers the historic environment. Paragraph 213 states harm caused by development within a setting of a heritage asset should require clear and convincing justification.

Arun Local Plan (2011-2031)

- 5.12 The application site falls within the jurisdiction of ADC where the adopted Development Plan comprises of the Arun Local Plan (ALP).
- 5.13 The relevant policies of the ALP are:
- Policy SD SP2 – Built-up area boundary
 - Policy D DM1 – Aspects of form and design quality
 - Policy D DM2 – Internal space standards
 - Policy DM4 – Extensions and alterations to existing buildings
 - Policy DSP1 – Design
 - Policy ENV DM5 – Development and biodiversity
 - Policy ENV SP1 – Natural environment
 - Policy HER DM1 – Listed buildings
 - Policy HER DM2 – Locally listed buildings or structures of character
 - Policy HER SP1 – The historic environment
 - Policy QE DM1 – Noise pollution
 - Policy QE SP1 – Quality of the environment
 - Policy TOU DM1 – Tourism related development
 - Policy T SP1 – Transport and development
 - Policy W DM3 – Sustainable urban drainage systems

Yapton Neighbourhood Development Plan (2011-2031)

- 5.14 The Yapton Neighbourhood Development Plan (YNDP) (2011-2031) is also relevant for this proposal. The relevant policies are as follows:
- Policy BB1 – Built-up area boundary
 - Policy E4 – Minimising the environmental impact of development
 - Policy E5 – Retention and enhancement of biodiversity
 - Policy E9 – Buildings or structures of character
 - Policy H4 – Quality and design

Supplementary Planning Documents and Guidance

- 5.15 ADC has also adopted several separate Supplementary Planning Documents (SPDs) and other guidance documents which are material considerations in decision making. Those most relevant to the proposal are:
- Arun District Design Guide 2021
 - Arun Parking Standards 2020

6 SUMMARY OF KEY PLANNING CONSIDERATIONS

Principle of Development

- 6.1 BB1 of the YNDP and SD SP2 of the ALP are of relevance in considering the principle of development, as it defines the built-up area boundary (BUAB) for Yapton. The application site is located within this defined boundary, where the policies state that development should be focused within these boundaries and will be permitted in principle subject to compliance with other relevant policies. As the site lies within the defined BUAB, the proposal for a change of use benefits from a presumption in favour of development in principle.
- 6.2 At a national level the NPPF promotes the effective use of land and buildings. Paragraph 124 encourages planning decisions that make efficient use of land, while paragraph 125(d) gives substantial weight to the value of using suitable brownfield land and existing buildings, particularly where this supports sustainable development objectives. The proposal represents the efficient use of an existing residential property, enabling it to contribute to the local visitor economy without the need for new build development.
- 6.3 In addition, Policy TOU DM1 of the ALP relates specifically to tourism-related development, including visitor accommodation. This policy supports proposals that attract visitors, provided they are in accessible location, are supported by realistic travel options, appropriately manage visitor activity, and achieve a high standard of design. The proposed holiday let comprises a four-bedroom property with associated bathroom, kitchen, dining and living areas, and will operate within the confines of the existing building with no external or internal alterations.
- 6.4 The site occupies a sustainable location and accessible location within the village, with convenient access to local services and public transport. Bus stops within walking distance provide regular connections to nearby settlements including Chichester, Barnham, Bognor Regis and Littlehampton, which offer a wider range of shops, services, and rail connections. Within Yapton itself, there are day-to-day facilities including a small convenience store, public house, and takeaway food outlets, all of which are accessible to future occupants.
- 6.5 The proposal will not result in any physical alterations to the building and will not intensify the built form or materially increase the level of activity beyond that associated with a typical family dwelling. As such, there will be no adverse impact on the character or appearance of the area. Furthermore, the site is well located to provide access to key visitor destinations including the coastline and the South Downs National Park, making it a sustainable and appropriate location for visitor accommodation.
- 6.6 Overall, the proposal represents an appropriate and sustainable form of development within the defined BUAB, makes effective use of an existing building, and support the local tourism economy. The principle of development is therefore considered acceptable, subject to compliance with other relevant development plan policies, which are assessed in the sections below.

Character and Appearance

- 6.7 The proposal is in accordance with Policy D DM1, and D DM4 of the ALP and policy H4 of the YNDP which together require development to respect local character, integrate appropriately within its surroundings, and avoid adverse impacts on the appearance of buildings and the wider area. These policies seek to ensure that proposals respond positively to their context and maintain the established character of the settlement.

- 6.8 As there are no external works proposed, the character and appearance of the site itself, and its relationship with neighbouring properties and the wider street scene, will remain entirely unaltered. The proposal will therefore preserve the existing pattern of development within the area, and will not result in any visual harm. The use of the building as a holiday let will not be distinguishable in physical terms from a private dwelling.
- 6.9 In summary, as the proposal does not involve any physical changes to the building or site, it will have no impact on the character and appearance of the property or the surrounding area. The proposal therefore fully accords with Policy D DM1 and D DM4 of the ALP and Policy H4 of the YNDP, as it respects local character, maintains visual amenity, and preserves the existing appearance of the built environment.

Residential Amenities

- 6.11 Paragraph 135(f) of the Framework requires that development creates places with a high standard of amenity for both existing and future users. Policy D DM1(3) of the ALP requires development to safeguard amenity including consideration of impacts such as loss of light, privacy, outlook, and the potential for noise and disturbance. In this case, the proposal relates solely to the change of use of an existing dwelling to a holiday let, with no external or internal alterations proposed. As a result, there will be no change to the building's form, siting, or relationship with neighbouring properties and therefore no impact in terms of overlooking, overbearing effects, overshadowing or loss of privacy.
- 6.12 Policy QE SP1 of the ALP requires development to contribute positively to environmental quality and to ensure that it does not result in unacceptable harm to residential amenity. The proposed use will continue to operate within the confines of a single property, and will not involve any subdivision of the property or intensification of built form.
- 6.13 The level of occupation will remain consistent with that expected of a typical family dwelling, and the nature of the proposed use will remain residential in character. The comings and goings, general activity and associated noise levels are therefore expected to be comparable to those generated by the existing lawful residential use. The proposal will not give rise to additional disturbance.
- 6.14 Accordingly, the proposal will not result in any unacceptable impact on the amenity of neighbouring occupiers and is considered to fully accord with Policy D DM1(3), and Policy QE SP1 of the ALP, and the objectives of Paragraph 135(f) of the Framework.

Heritage

- 6.15 Paragraph 207 of the NPPF requires the identification and assessment of the significance of any heritage assets affected by a proposed development. In this case, Spring Cottage is a Grade II listed building and derives its significance primarily from its architectural and historic interest, including its traditional form, materials, and its contribution to the historic character of the area.
- 6.16 Paragraph 208 of the NPPF requires the Local Planning Authority to assess the impact of the proposal on the significance of the designated heritage asset including its setting. The proposals relate solely to the change of use of the existing dwelling house to a holiday let, with no external or internal alterations proposed. As such there will be no physical changes to the listed building and its architectural fabrics, features, and appearance will remain entirely unaltered.
- 6.17 Furthermore, as no operational development is proposed, there will be no change to the building's external appearance or its relationship with its surroundings. The use of the property

as a holiday let will remain residential in character and will not adversely affect the setting, character, or significance of Spring Cottage or the wider historic environment within Yapton.

- 6.18 The proposal will therefore preserve the special architectural and historic interest of the Grade II listed building, and will not result in any harm to its significance. Accordingly, the development accords with Policies HER DM1, HER DM2, and HER SP1 of the ALP, Policy E9 of the YNDP which seeks to conserve and enhance heritage assets and their settings.

Highways, Access, and Parking

- 6.22 Paragraph 115 of the NPPF states that development should only be prevented or refused on highways grounds where there would be an unacceptable impact on highway safety or where the residual cumulative impacts on the road network would be severe.
- 6.23 The proposal relates solely to the change of use of a dwelling to a holiday let, with no physical alterations proposed to the access, parking provision, or highways arrangements. The site will continue to utilise the existing access and off-street parking areas currently serving the dwelling.
- 6.24 The Arun Parking Standards do not provide specific requirement for holiday let accommodation. However, as the property will continue to function as a single self-contained unit, it is appropriate to assess parking provision against the standards for a Class C3 residential use. The existing level of off-street parking is considered sufficient to accommodate the anticipated needs of the occupants and visitors.
- 6.25 In addition, the site is located within the built-up area in a sustainable location, with convenient access to local services and facilities. Opportunities for travel by sustainable modes are available, including walking, cycling, and public transport, which reduces reliance on the private car.
- 6.26 As no changes are proposed to the access or parking arrangement, the use will remain residential in nature, the proposal will not result in a severe impact on the highway network or compromise highway safety. The proposal is therefore considered to accord with paragraph 115 of the NPPF, and Policy T SP1 of the ALP.

Drainage and Flood Risk

- 6.27 The application site is located within Flood Zone 1, as identified on the flood mapping published by the Environment Agency. In addition, the mapping confirms that there are no areas within the site identified as being at risk of surface water floodings. The proposal relates solely to the change of use of an existing dwelling, as such the proposals will not increase flood risk on site or elsewhere and is fully consistent with national and local planning policy objectives relating to flood risk.
- 6.28 The site falls within the catchment area of Lidsey Wastewater Treatment Works, where planning applications are required to demonstrate how foul and surface water will be managed. As the proposal does not involve any operational development, new floorspace or additional residential units, there will be no requirement for new or altered foul or surface water drainage connections. The existing drainage arrangements will remain unchanged and the proposal will not increase flows to the wastewater network. Accordingly, the development will have no adverse impact on the capacity or operation of the wastewater treatment works or the wider drainage catchment.

7 CONCLUSIONS

- 7.1 At the heart of the Framework is a presumption in favour of sustainable development. As set out in Paragraph 8, the planning system has three overarching objectives which are key to achieving sustainable development: social, economic, and environmental. The proposed change of use of the existing dwellinghouse to a holiday let represents a sustainable form of development that makes effective use of an existing building within the built-up area of Yapton, with no physical alterations required.
- 7.2 The proposed development would result in social benefits through:
- Supporting the provision of visitor accommodation within an established and sustainable village location, contributing to community vitality.
 - Preserving the character and appearance of the area, as no internal or external alterations are proposed.
 - Safeguard residential amenity, with the level and nature of occupation remaining comparable to that of a typical dwellinghouse and resulting in no adverse impacts on neighbouring occupiers.
- 7.3 The proposed development would result in economic benefits through:
- Supporting the local tourism economy by providing visitor accommodation in a accessible location close to the coast and the South Downs National Park.
 - Increasing expenditure in the local area through visitor spending in nearby shops, services, and facilities.
 - Making efficient use of the existing building to contribute to the local economy without the need for new construction.
- 7.4 The proposed development would result in environmental benefits through:
- Retaining mature trees, hedgerows, and garden vegetation, which contribute to biodiversity, local ecological networks, and carbon storage.
 - Making effective and efficient use of an existing building within the BUAB, in accordance with sustainable development principles.
 - Avoiding any adverse impacts on visual amenity, landscape character, or the historic environment, as no operational development is proposed.
 - Promoting sustainable patterns of development in a location with access to services and public transport, reducing reliance on the private car.
 - Ensuring no impacts on highways safety, parking provision, or environmental quality.
- 7.5 This Statement demonstrates that the proposed development accords with the development plan and the NPPF. The proposal preserves the local character, protects residential amenity, safeguards heritage significance, and supports sustainable tourism.
- 7.6 In summary the development will deliver clear social, economic, and environmental benefits, and no adverse impacts have been identified which would significantly and demonstrably outweigh these. Accordingly, when applying the planning balance and having full regard to the ALP and the Framework, it is respectfully requested that planning permission be granted.

Appendix 1 Plans and Elevations

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