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Our ref: SB/LT/6081

Planning Department
Havant Borough Council
Public Service Plaza,
Civic Centre Road,
Havant,
PO9 2AX

5th August 2025

Dear Sirs

Prior Approval: Change of Use Class G. First Floor 13 Elm Grove, Hayling Island, PO11 9EA

Please find enclosed a Prior Notification in relation to the General Permitted Development Order 1995 (as amended) Schedule 2, Part 3, Class G. This provision allows for a change of use of a building from a use falling within Class E to a mixed use for any purpose within Class E and as up to 2 flats.

The application comprises:

- The completed application form
- This Planning Covering Letter
- Correct fee
- Completed CIL Forms 1 and 2
- Completed Mitigation Documentation
- Drawings including plans, elevations and a location plan

Background

The site is located on Elm Grove, Hayling Island, in a commercial and residential area. The original building was constructed around 1960. The site is located in a highly accessible location close to shops, employment and the amenities typically associated with a town centre site. The site is located on a bus route and, given its proximity on the island, both cycling and walking are viable transport options.

Application

The current retail unit uses both the ground and first floor levels and its usage falls within Use Class E and therefore constitutes a qualifying use for Class G. The criteria for this class of change of use application is limited to a) Conforming to the National Space Standards, b) Contamination Risk, c) Flooding Risk, d) Impacts of noise from Commercial premises, e) Provision of Adequate Natural Light and f) Storage and management of domestic waste.

A) Conforming to the National Space Standards

The size of proposed flats, and their configuration including internal arrangements, are shown in the submitted drawings and demonstrates full compliance with Class G provisions.

The following table summarises the proposed works for Class G Prior Notification submission.

Total Units	1 Studio Flat (>39m2)	1 Bed 2 Person Flat (>50m2)
2	1	1

For the scheme, 2 No. 1 bed flats are proposed, which reflects the opportunity the building presents and the location. Each unit will meet nationally described space standards.

B) Contamination Risk

There are no contamination risks on site.

C) Flooding Risk

The site is with flood risk zone 1, and therefore no further confirmation is required. See Appendix A for confirmation.

D) Impacts of noise from Commercial premises

Separating floor between ground floor shop and first floor change of use flats to be acoustically insulated to meet current building regulations. The neighbouring Laundrette has an extraction system, however none of the windows are near to this.

E) Provision of Adequate Natural Light

The submitted plans and elevations demonstrate that each apartment will have access to natural light.

F) Storage and management of domestic waste.

Private domestic waste storage is to be located at the rear of the property. This is in line with neighbouring properties. As part of the proposed waste management plan for the new flats, bins will be collected from the rear of the property, consistent with the arrangements in place for nearly all the existing flats above the shops appear to use this arrangement. This approach ensures ease of access for collection services while maintaining a tidy street and shop frontage, and helps maintain consistency and allows for efficient service by the collection team.

Much of the requisite supporting information is captured by a combination of the completed application forms and the submitted plans, which show existing and proposed elevations and plans.

Transport is not a consideration under a Class G application. However, a car park is to the rear of the site.

Conclusion

Given the above, it is considered that the requirements of Class G are fully met and that prior approval is required and should be granted; thereby allowing the proposed scheme to be carried out as permitted development.

We look forward to your formal consideration of this application in due course. If however, you require any further information, please do not hesitate to contact us.

Yours Faithfully

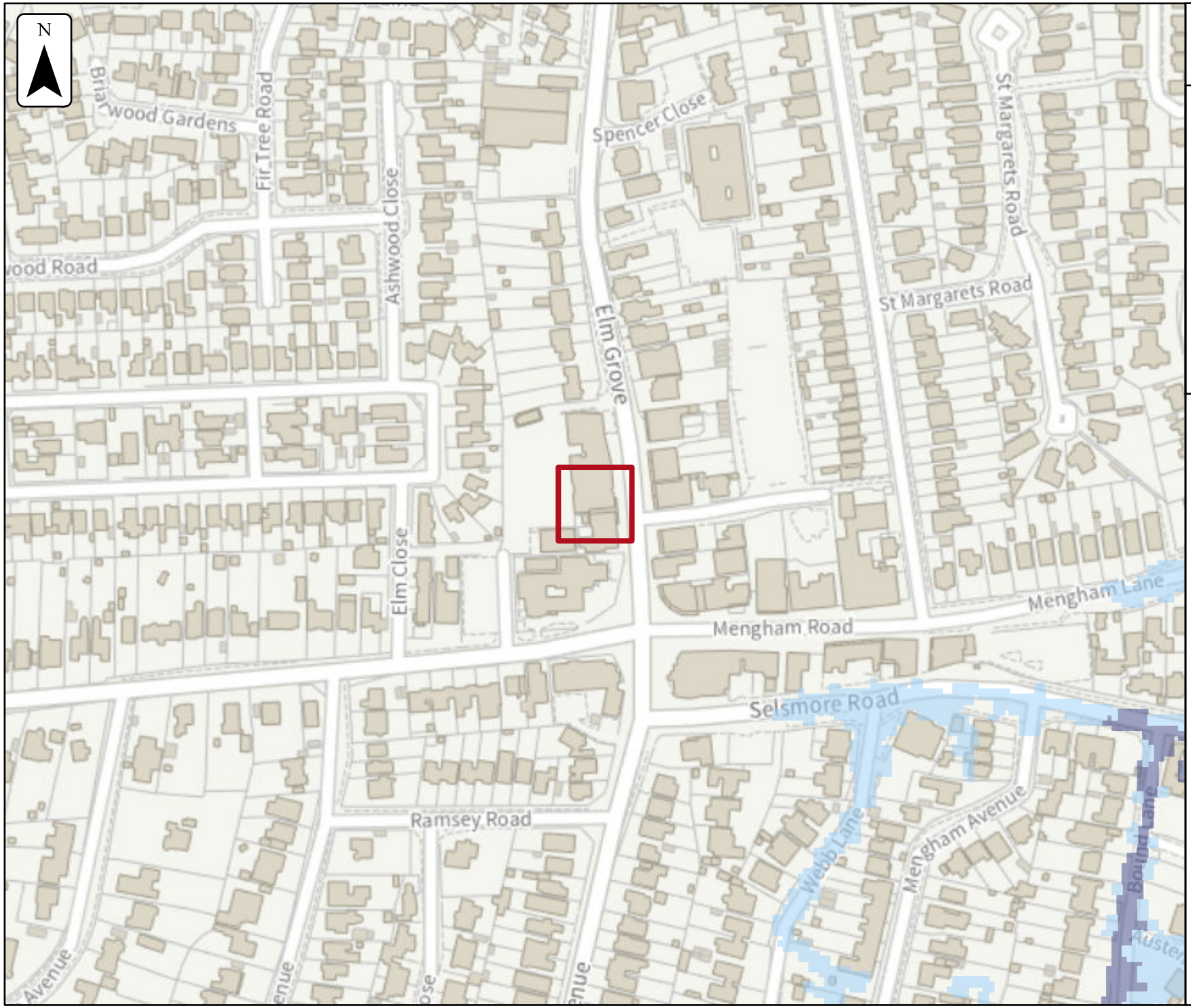
pp. PWP Architects

STUART BONE

CC Mrs J Salisbury

Appendix A

Site Centred Flood Risk Map



Environment Agency

Flood map for planning

Your reference
Unspecified

Location (easting/northing)
472185/99235

Scale
1:2,500

Created
6 Aug 2025 12:23

- Selected area
- Flood zone 3
- Flood zone 2
- Flood zone 1
- Flood defence
- Main river
- Water storage area

0 20 40 60 m

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