



Public Service Plaza,
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Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E), or betting office or pay day loan shop to mixed use including up to two flats (Use Class C3)

Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class G

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number	<input type="text" value="13"/>
Suffix	<input type="text"/>
Property Name	<input type="text"/>
Address Line 1	<input type="text" value="Elm Grove"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text" value="Hampshire"/>
Town/city	<input type="text" value="Hayling Island"/>
Postcode	<input type="text" value="PO11 9EA"/>

Description of site location must be completed if postcode is not known:

Easting (x)

Northing (y)

472188

99235

Description

Applicant Details

Name/Company

Title

Ms

First name

K

Surname

Salisbury

Company Name

Address

Address line 1

13 Elm Grove

Address line 2

Address line 3

Town/City

Hayling Island

County

Hampshire

Country

Postcode

PO11 9EA

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

Mr

First name

Jonathan

Surname

Spivey

Company Name

PWP Architects

Address

Address line 1

61 South Street

Address line 2

Address line 3

Town/City

Havant

County

Country

United Kingdom

Postcode

PO9 1BZ

Contact Details

Primary number

[REDACTED]

Secondary number

Fax number

Email address

[REDACTED]

Eligibility

Permitted development rights are subject to conditions set by legislation to ensure that only appropriate proposals are eligible.

The need to apply to the Local Planning Authority to see if prior approval is required is one such condition.

The questions below will help determine if the proposals are eligible for this permitted development right

Would the proposed change of use result in the building containing more than two flats?

- ☐ Yes
☒ No

Would a part of the building continue to be:

- In a commercial/business/service use; and/or
- Used as a betting office and/or a pay day loan shop

- ☒ Yes
☐ No

Would the proposed flat(s) only be situated on floor(s) above a floor where at least some of the other proposed mixed uses are to be provided?

- ☒ Yes
☐ No

If the building has a ground floor display window, would any of that ground floor be used as a flat?

- ☐ Yes
☒ No / The building does not have a ground floor display window

Will all the proposed flats have gross internal floor areas of at least 37 square metres, and comply with the [nationally described space standard?](#)

- ☒ Yes
☐ No

Following the change of use, will each flat only be used as a dwelling:

- By a single person or by people living together as a family; or
- By not more than 6 residents living together as a single household (including a household where care is provided for residents)

- ☒ Yes
☐ No

Description of Proposed Works, Impacts and Risks

Proposed works

Please describe the proposed development including details of the flat(s) and other works proposed

The site is located on Elm Grove, Hayling Island, in a commercial and residential area. 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 size of proposed flats, and their configuration including internal arrangements, are shown in the submitted drawings and demonstrates full compliance with Class G provisions.

Please provide details on the provision of adequate natural light in all habitable rooms of the dwellinghouses

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

What will be the net increase in dwellinghouses?

2

This figure should be the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses in the existing building prior to the development.

Please provide details of any arrangements required for the 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.

Impacts and risks

Please provide details of any contamination risks and how these will be mitigated

No contamination risks onsite

Please provide details of any flooding risks and how these will be mitigated.

Site is not in a flood risk zone - See Cover Letter

A flood risk assessment should accompany the application where the site:

- is in Flood Zones 2 or 3; or
- is in an area with critical drainage problems (such areas will have been notified to the Local Planning Authority by the Environment Agency).

[Check if your site location is in Flood Zone 2 or 3 online](#)

Check with your Local Planning Authority to see if your site is in an area with critical drainage problems.

Please provide details of the impacts of noise from any commercial premises on the intended occupiers of the new dwellinghouses and how these will be mitigated

Separating floor between ground floor shop and first floor flats to be acoustically insulated to meet current building regulations. The neighbouring launderette has an extraction fan, however none of the windows face that direction.

Declaration

I/We hereby apply for Prior Approval: Change of use - commercial/business/service/etc to mixed use incl up to two flats as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.
I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.
I/We also accept that, in accordance with the Planning Portal's terms and conditions:
- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Jonathan Spivey

Date

06/08/2025