



Design and Access Planning Statement

Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3)

Project
5 and 6 Highfield Parade, Highfield Avenue, Waterlooville, PO7 7QH

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Prepared By:	Reviewed by:
Sarah Roberts	Kieran Martin

Issue:

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1.0 Generally

- 1.1 This Design Report forms part of a Class MA application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3) at 5 and 6 Highfield Parade, Waterloooville, PO7 7QH.
- 1.2 No other purpose is anticipated or accepted. Copyright of this report remains with Critchley Architecture And Design (CAAD) Ltd.
- 1.3 Reference should be made to the planning submission drawings for details of the proposals, re:

26012 -	101	Location and Block Plan
	201	Existing Floor Plans
	301	Existing Elevations
	410	Proposed Floor Plans
	510	Proposed Elevations (as existing)

2.0 Physical Context

2.1. Site Location and Context

Highfield Parade is situated within a predominantly residential enclave of Waterloooville, located to the east of the A3 London Road. It functions as a designated local neighbourhood centre, providing essential retail and professional services to the immediate catchment area of the Waterloo ward.

The parade is characterised by its linear arrangement, typical of mid-20th-century suburban planning, where commercial vitality is concentrated along a primary pedestrian and vehicular thoroughfare. The site sits within a transition zone between the denser commercial core of Waterloooville town centre and the lower-density residential estates that define the local character.

2.2. Architectural Character and Built Form

The architectural vernacular of Highfield Parade is defined by its post-war functionalist design. The buildings typically follow a consistent scale and massing:

- Scale: Predominantly two-to-three storeys in height.
- Form: Ground floor units are characterized by wide glazed shopfronts with recessed entrances, while the upper floors—often residential or ancillary storage—feature repetitive window rhythms.
- Materials: The primary material palette consists of red and buff multi-tonal brickwork. Rooflines are generally flat or low-pitched, maintaining a modest profile that respects the surrounding residential heights.

- **Public Realm:** The parade is fronted by wide, hard-landscaped pavements and dedicated lay-by parking.

2.3. Land Use and Vitality

The area exhibits a vibrant mixed-use character. The ground floor units host a diverse array of Use Class E and takeaway uses (Sui Generis), including convenience stores, independent retailers, and local services. The upper storeys contribute to the local housing stock, ensuring the parade remains active beyond standard business hours.

The neighbouring properties at Unit B and Unit C 4B Highfield Parade underwent Change of Use to C3 and are 2No. 2 bedroom flats.

2.4. Connectivity and Access

Highfield Parade is a highly accessible location:

- **Pedestrian Access:** The site is well-connected via a network of footpaths to the surrounding residential streets, promoting active travel and reducing car dependency for local trips.
- **Public Transport:** It is served by local bus routes with stops in close proximity, providing direct links to Waterlooville town centre, Havant, and Portsmouth.
- **Vehicular Access:** Access is via well-established. Parking and access will remain as existing within the rear parking court.

In terms of planning context, the site falls within the jurisdiction of Havant Borough and is subject to the policies outlined in the local development plan. The area is not designated as a conservation area, and the building is not listed, allowing for a degree of flexibility in terms of potential alterations or change of use, subject to planning approval.

3.0 Eligibility

The property falls within the qualifying criteria for Class MA permitted development, and this application includes consideration of the following matters as required under paragraph MA.2(2) of the GPDO:

- Transport and highways impact
- Contamination risk
- Flood risk
- Impacts of noise from commercial premises
- Provision of adequate natural light
- Design and amenity impact

3.1 Site and Surroundings

The property is located on Highfield Parade, a mixed-use street comprising residential and commercial premises. The application relates to the ground floor of a two-storey terraced building. The upper floors are in residential use, as well as the neighbouring unit at 4B. The building is not listed and does not lie within a conservation area.

The surrounding area features a variety of local amenities and is accessible by foot, cycle, and public transport, making it a sustainable location for residential use.

3.2 Proposed Development

The proposal seeks prior approval for the conversion of the ground floor to 2No. residential dwellings. The internal layout will include a living area, two bedrooms, kitchen, and bathroom. The residential unit will benefit from sufficient internal floor area and natural light via front facing and rear facing fenestration.

3.3 Noise Assessment (MA.2(2)(e))

The site lies within a mixed-use area, but no immediately adjoining commercial uses generate significant noise. The proposed dwelling will be located beneath an existing residential flat, and the structure is of traditional brick construction, offering good acoustic separation.

No adverse noise impacts are anticipated. Should any internal upgrades be required, these can be implemented in accordance with Building Regulations Part E.

3.4 Contamination Risk (MA.2(2)(c))

A desktop review of the site indicates no history of industrial use or land contamination. The property has historically operated as a retail or office unit and there is no known source of contamination on site.

As such, the risk from land contamination is considered to be low.

3.5 Highways and Parking (MA.2(2)(a))

The site is located in a sustainable and well-connected location within walking distance of shops, services, and public transport.

The proposal includes the provision of 4 off-street parking spaces (unallocated), which meets the needs of the intended 2No. 2 bedroom units. Cycle storage can be accommodated within the rear parking area, as per the existing arrangements.

No material increase in traffic is expected from the conversion.

3.6 Flood Risk (MA.2(2)(b))

According to the Environment Agency Flood Map for Planning, the site lies entirely within Flood Zone 1, which represents the lowest risk of flooding.

No flood risk mitigation measures are required, and the proposal is fully compliant in this regard.

3.7 Natural Light (MA.2(2)(f))

The proposed residential units benefit from front and rear facing windows that provide natural light to all habitable rooms. The kitchen and bathroom will be installed with extract ventilation and daylight spotlight bulbs.

The layout ensures that living spaces meet minimum daylight standards, in accordance with the guidance outlined in the Housing Technical Standards.

3.8 Design and Amenity Impact Assessment

The existing shopfront glazing will be removed and replacement fenestration is proposed within the existing opening. The design of this will form part of a Full Planning Application which will run in parallel with the MA Application.

Internally, the conversion provides a well-proportioned unit with an efficient layout, sufficient light and ventilation, and private rear access.

There will be no adverse impact on neighbouring properties in terms of overlooking, privacy, or overbearing effect. The scheme enhances long-term use of the premises and contributes to local housing supply without compromising the character of the area.

3.9 Conclusion

The proposal meets the relevant criteria for a Class MA Prior Approval and addresses all necessary considerations. It represents a sustainable reuse of an underutilised commercial unit in a highly accessible location, contributing positively to housing delivery.

We therefore respectfully request that prior approval be granted for the change of use under Class MA.



Critchley Architecture And Design Ltd.

Contact: 02392 474 919 | info@caad.online

The Old Bakery, 34 North Street, Havant, PO9 1PT

