



Planning, Design and Access Statement

June 2026

Alterations to Existing Shopfront comprising the Installation of a Service Hatch within the Front Window and an Externally Mounted Perforated Roller Shutter, Powder-Coated to Match the Existing Shopfront AT 125 Broadwater Road BN14 8HY

1. Introduction

This Planning, Design and Access Statement has been prepared in support of a planning application seeking permission for:

"Alterations to the existing shopfront comprising the installation of a service hatch within the front window and an externally mounted perforated roller shutter, powder-coated to match the existing shopfront."

The proposal relates to an established retail premises known as Diya Newsagent and Off Licence and comprises modest alterations to the existing shopfront intended to enhance the operational flexibility and security of the premises whilst preserving the character and appearance of the building.

The proposal does not involve any change of use, increase in floor space or extension to the building.

2. Site Description

The application site comprises an existing ground floor retail premises occupying part of a three-storey building fronting Broadwater Road.

Commercial premises are located at ground floor level with residential accommodation occupying the upper floors. The surrounding area is characterised by a mixture of retail, commercial and residential uses and forms an established local shopping frontage.

The premises operate as an existing neighbourhood newsagent and off licence serving the local community.

3. Planning History

The application relates solely to alterations to the existing shopfront.

No increase in floor space is proposed and the lawful use of the premises remains unchanged.

4. Existing and Proposed Development

The proposal comprises:

- Installation of a horizontally sliding service hatch within the existing front window;
- Aluminium-framed glazed hatch assembly;
- Internal locking system;
- Externally mounted perforated metal roller shutter;
- Roller shutter housing positioned above the shopfront;

- Powder-coated finish matching the existing shopfront colour;
- Retention of the majority of the existing glazing;
- No increase in gross internal floor area;
- No change of use.

The existing and proposed gross internal floor area remains unchanged at approximately 55.4 m².

5. Design Principles

The proposed alterations have been carefully designed to preserve the existing appearance and proportions of the shopfront. The majority of the existing glazing is retained and the service hatch occupies only a small section of the frontage.

The proposal maintains the active character of the premises and avoids introducing visually intrusive elements. Matching materials and colours have been specified to ensure that the new components integrate successfully with the existing building.

6. Technical Design of the Service Hatch

The proposed service hatch comprises a vertically sliding glazed aluminium-framed window. The assembly incorporates:

- Aluminium frame construction;
- Internal locking mechanism;
- Glass panel;
- Horizontal sliding sash;

The hatch opening measures approximately 540 mm in width and 410 mm in height and is positioned approximately 1200 mm above external ground level.

The hatch has been designed as a lightweight and visually unobtrusive intervention within the existing shopfront and is capable of being fully secured when not in operation.

7. Roller Shutter Design

The proposal includes the installation of an externally mounted perforated metal roller shutter. The shutter box projects approximately 200 mm from the face of the building and will be powder-coated in a colour matching the existing shopfront.

The use of a perforated shutter rather than a solid shutter provides several advantages:

- Maintains visual permeability;
- Preserves passive surveillance;
- Avoids the deadening effect associated with solid shutters;
- Retains the active character of the frontage;
- Enhances security;
- Reduces opportunities for vandalism and anti-social behaviour.

The proposal therefore represents a visually superior alternative to conventional solid security shutters.

8. Access Statement

Existing access arrangements remain unchanged. Customers will continue to enter the premises via the principal entrance. The service hatch provides an additional means of serving customers and does not prejudice accessibility to the premises. No changes are proposed to the public realm or pedestrian routes.

9. Operational Need

The proposal has been developed to improve operational flexibility and staff security whilst preserving the existing retail function of the premises.

The development does not involve:

- Additional floorspace;
- Increased customer capacity;
- Intensification of the existing use;
- Additional servicing arrangements;
- Changes to opening hours.

The proposal merely introduces a secure means of conducting transactions whilst maintaining the existing operation of the premises.

10. Crime Prevention and Security

The proposed development will enhance the security of the premises and provide protection against vandalism and criminal damage.

The perforated shutter maintains visibility into the premises and assists passive surveillance in accordance with the principles of Designing Out Crime.

The proposal contributes positively to community safety whilst preserving the visual quality of the streetscape.

11. Impact upon Character and Appearance

The submitted elevations and visualisations demonstrate that the proposal represents a minor alteration to the existing shopfront.

The service hatch occupies only a limited section of the existing glazing and the majority of the shopfront remains unchanged.

The use of matching colours and materials ensures that the proposal integrates successfully with the host building.

The development preserves the appearance of the building and maintains an active commercial frontage.

12. Impact on Residential Amenity

The proposal does not involve:

- Extensions to the building;
- Additional floorspace;
- Additional plant or machinery;
- Additional noise-generating equipment;
- Overlooking;
- Loss of daylight;
- Loss of privacy.

Accordingly, no adverse impact upon neighbouring occupiers is anticipated.

13. Highway and Pedestrian Safety

The proposal does not alter existing access arrangements and no works are proposed to the public highway.

The existing gross internal floor area of approximately 55.4 m² remains unchanged and no increase in customer capacity is proposed.

Consequently, the development is not expected to generate any additional traffic movements or parking demand.

The proposal therefore raises no highway safety concerns.

14. National Planning Policy Framework

Section 12 of the National Planning Policy Framework promotes well-designed places and seeks development that is visually attractive, sympathetic to local character and creates safe and secure environments.

The proposal:

- Preserves the appearance of the existing building;
- Employs appropriate materials;
- Maintains an active frontage;
- Promotes safety and security;
- Represents sustainable development.

The proposal is therefore consistent with the objectives of the National Planning Policy Framework.

15. Worthing Local Plan 2020–2036

Policy DM18 – Quality of the Built Environment

The proposal achieves a high standard of design and respects the character and appearance of the existing building and surrounding area. Accordingly, the proposal complies with Policy DM18.

Policy DM20 – Urban Design

The development maintains the active frontage and contributes positively to the quality of the streetscape. The use of a perforated shutter ensures that visual permeability and passive surveillance are maintained. The proposal therefore accords with Policy DM20.

Policy SS5 – Town, District and Local Centres

The proposal supports the continued operation and viability of an existing retail business and does not involve the loss of retail floor space. The proposal is therefore consistent with Policy SS5.

16. Planning Balance

The proposal:

- Does not involve a change of use;
- Does not increase floor space;

- Does not intensify the existing use;
- Maintains an active frontage;
- Preserves the appearance of the building;
- Improves security;
- Employs high-quality matching materials;
- Has no adverse impact upon residential amenity;
- Raises no highway safety concerns;
- Complies with the National Planning Policy Framework;
- Complies with Policies DM18, DM20 and SS5 of the Worthing Local Plan.

17. Conclusion

The proposal represents a modest and sympathetic enhancement to an established retail premises.

The installation of the service hatch and externally mounted perforated roller shutter has been carefully designed to preserve the character and appearance of the existing building whilst improving operational flexibility and enhancing security.

The development has no adverse impact on neighbouring amenity, highway safety or the character of the area and represents sustainable development.

Having regard to the provisions of the National Planning Policy Framework and the policies of the Worthing Local Plan 2020–2036, it is respectfully submitted that planning permission should be granted.