

## **Development Management – Delegated Officer Report**

**Application Number:** AWD/0235/26

**Recommendation:** – APPROVE

**Site:** 105 - 109 Montague Street Worthing West Sussex

**Proposal:** Insertion of new and enlarged window openings at first and second floors and railing at roof level

**Date of Site Visit:** 10/03/2026

**Neighbours Checked:** Y

**Additional Neighbours Notified:** N

### **Site and Surroundings**

The site, some 0.07 ha, is located on the southern side of Montague St, north of Augusta Place, and west of Prospect Place. It contains a large two storey building with a smaller second floor plant room located towards the front of the building.

The existing building is a flat roofed, brick built structure understood to have been constructed in the 1960s.

The ground floor is currently occupied by CHEC Worthing, a healthcare centre. The first floor has previously been occupied as offices in association with the entire building's former use as a Job Centre, but has been vacant since early 2024.

The building is slightly set back from the main Montague Street frontage, with a large projecting canopy over the ground floor. At the rear is a small forecourt/servicing/parking area.

To the immediate west of the building is a narrow service passage, with cottages beyond. To the east are residential properties on the other side of Prospect Place

The site is located within Worthing town centre, in the Montague St character area and forms part of the primary shopping frontage.

The site is within Montague St and Marine Parade and Hinterland conservation areas.

### **Proposal**

The proposal includes new windows at first and second floors on all elevations. The proposed windows would be aluminium as per the existing windows. Obscure glazed panels have been provided to the bottom of east and west facing windows.

The windows would serve the current commercial uses. However, the application has been submitted a long side a prior approval application for change of use to residential and so the windows will be considered in that context.

At second floor a railing would be installed around the open roof area.

### **Relevant Planning History:**

AWDM/1763/18 - Demolition of existing building and redevelopment set over 4no. floors, comprising A1 retail floor space at ground floor, 26no. 1, 2 and 3 bedroom units with communal courtyard and balconies at 1st floor to West elevation, cycle store, underground surface-water tanks and associated landscaping

**STATUS:** Application Permitted 1st May 2019.

NOTICE/0003/26 - Application for prior approval for proposed change of use of the first and second floors of existing building from commercial (Use Class E) to provide 13 self-contained residential flats.

**STATUS:** Pending Consideration

### **Consultations**

The Worthing Society: No response received

### **Neighbour Representations**

21 neighbours were consulted by letter and a site notice erected. No responses were received.

### **Relevant Planning Policies:**

Worthing Local Plan policies (WBC 2023): SP1, DM5, DM10, DM13, DM16, DM17

National Planning Policy Framework (MHCLG 2024)

National Planning Practice Guidance

### **Planning Assessment:**

There is no objection in principle to extensions and alterations to commercial properties within the built-up area. The key considerations are the effects on the visual and residential amenities of the locality.

### ***Visual Amenity***

The proposal would introduce new windows to each of the elevations. Although the building is within two conservation areas it is not considered to have any particular heritage merit itself.

The development has grills at second floor level on the northern façade as it fronts Montague St. These would be enlarged and changed to windows in a similar style to the windows at first floor level. The proposal is considered to maintain the appearance of the building.

To the eastern elevation are high level windows. These will be enlarged in depth but reduced in width. They are acceptable in design terms on the side elevation.

There are no existing west facing windows but the proposed sit comfortably within the elevation.

The enlargement of windows on the rear southern elevation would sit comfortably within the first floor elevation retaining brick detailing to the top and bottom of the windows.

The rooftop railing is modest in scale and of a design that would not harm the existing building.

No details of windows of the proposed windows have been provided. A condition will be attached for full window details to ensure an appropriate window is chosen with similar sightlines and detailing to match the other windows within the building.

Overall, the proposal is considered to preserve the appearance of both conservation areas.

### ***Residential Amenity***

The main concern relates to the potential for overlooking of residential properties due to the residential use proposed within NOTICE/0003/26.

#### ***Montague St***

To the north are two storey buildings with two small first floor windows to each building. The separation distance of 12m over Montague St and second floor height is sufficient to mitigate any concerns about loss of privacy to residents opposite.

#### ***Prospect Place***

These properties are located to the east of the site on the opposite site of Prospect Place. To the south is a terrace of five two-storey residential buildings. Concerns were raised regarding direct overlooking of windows at these properties at first, second and roof levels. In response revised elevations have been submitted with smaller windows and obscure glazed lower panels.

It is noted that in 2018, a scheme was approved for residential development on this site following proposed demolition of the building. The scheme provided a number of windows facing within close proximity of Prospect Place dwellings. This scheme represents a reduction in the number of windows and the lower obscure glazed panels help to direct views upwards, rather than towards the windows themselves.

#### ***18A, B, C and D New St***

These properties consist of a terrace of modern infill houses granted permission in 2008 and are located to the immediate west of the site. A narrow twitten separates the property from the application site.

These two-storey properties have rear facing rooflights at first floor level facing the application site.

Concerns were raised of overlooking into these roof lights from the proposed windows. In response revised elevations have been submitted reducing the scale of the windows and providing obscure glazed lower panels. Sections demonstrate that for an eye height of 1.6m views would look over the top of the roofs rather than down towards the roof lights.

The revised elevations are considered to have sufficiently mitigated the loss of privacy to neighbouring residents and the plans are therefore considered acceptable on balance. A condition will be attached ensuring the obscure glazed panels are implemented in full at no less than level 3.

**Recommendation:**

**APPROVE** subject to condition(s):-

1. Drawing Numbers
2. Standard time limit
3. Window details
4. Obscure glazing

**Informative**

1. Approved following revisions

**Is recommendation contrary to letter(s) of representation? N**

Case Officer: Louise Prew Date: 04/06/2026

Authorised by: Jo Morin Date: 05.06.2026