

Planning Services, Adur & Worthing Councils

Portland House,
44 Richmond Road,
Worthing,
West Sussex,
BN11 1HS

Tel : 01903 221065
websites : www.adur.gov.uk or www.worthing.gov.uk
e-mail : planning@adur-worthing.gov.uk



Application for a Non-Material Amendment Following a Grant of Planning Permission

Town and Country Planning Act 1990 (as amended)

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	
Suffix	
Property Name	Normandy House
Address Line 1	Old Shoreham Road
Address Line 2	
Address Line 3	West Sussex
Town/city	Lancing
Postcode	BN15 0QS

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

Easting (x)	Northing (y)
518974	105699
Description	

Applicant Details

Name/Company

Title

mr

First name

Ashley

Surname

davis

Company Name

Address

Address line 1

normandy house

Address line 2

old shoreham road

Address line 3

Town/City

lancing

County

Country

GB

Postcode

BN15 0QS

Are you an agent acting on behalf of the applicant?

- ☐ Yes
☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Eligibility

Does the applicant have an interest in the part of the land to which this amendment relates?

- ☒ Yes
☐ No

If the applicant is not the sole owner, has notification under Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) been given?

- ☐ Yes
☐ No
☒ Not applicable

Description of Your Proposal

Please provide the description of the approved development as shown on the decision letter

"Non-material amendment to the Description of Development for Planning Permission AWDM/0766/23 to clarify staffing. The amendment seeks to specify a maximum of 4 care staff on duty at any one time, plus a Registered Manager and/or Deputy Manager, with allowance for additional staff only in exceptional circumstances (e.g., emergencies or essential shift handovers) as required by Ofsted statutory standards."

Reference number

Date of decision

What was the original application type?

For the purpose of calculating fees, which of the following best describes the original development type?

- ☐ **Householder development:** Development to an existing dwelling-house or development within its curtilage
☒ **Other:** Anything not covered by the above category

Non-Material Amendment(s) Sought

Please describe the non-material amendment(s) you are seeking to make

Amendment to the Description of Development for Appeal Ref: APP/Y3805/W/23/3334710 (Original Ref: AWD/0766/23). The amendment seeks to revise the wording of the permitted use to distinguish between front-line care staff and mandatory management/emergency personnel.

REVISE WORDING FROM:

"the change of use of a dwelling (C3a) to a children's home for a maximum of five children, with four carers, carers two of whom sleep overnight, working on a rota basis (C2)"

REVISE WORDING TO:

"the change of use of a dwelling (C3a) to a children's home for a maximum of five children, with a maximum of four care staff on-site at any one time, plus a Registered Manager and/or Deputy Manager, with allowance for on-call staff in exceptional circumstances as required by Ofsted statutory regulations (C2)"

JUSTIFICATION:

This is a non-material amendment to resolve a regulatory deadlock. Under the Children's Homes (England) Regulations 2015, the home must have a Registered Manager. The current wording unintentionally caps all staff at four, which prevents Ofsted registration. As the Inspector noted in Paragraph 9 that "vehicular comings and goings" are acceptable, the addition of management and on-call staff for emergencies does not fundamentally change the impact on the highway or residential amenity.

Please state why you wish to make this amendment

"The amendment is required to resolve a direct conflict between the Planning Permission description and the statutory requirements for Ofsted Registration.

Under the Children's Homes (England) Regulations 2015 (Regulation 27), a children's home must have a Registered Manager and/or Deputy Manager to provide lawful leadership and oversight. The current wording—which limits the home to 'four carers'—is being interpreted by Ofsted as a total staffing cap. This prevents the home from meeting mandatory staffing ratios while simultaneously providing the required management presence.

This amendment is 'non-material' because:

No Change in Intensity: The number of children remains at five.

Management Role: The manager and deputy roles are administrative/supervisory and do not increase the residential 'intensity' or noise levels beyond what the Planning Inspector already deemed acceptable in Appeal Decision APP/Y3805/W/23/3334710.

Operational Safety: The inclusion of 'on-call' staff is a safety requirement for emergencies and does not represent a permanent increase in personnel on-site.

Without this minor wording change, the home cannot legally register with Ofsted, despite having full planning approval for a C2 use."

Are you intending to substitute amended plans or drawings?

☐ Yes

☒ No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

☒ Yes

☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

☐ The agent

☒ The applicant

☐ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- ☐ Yes
☒ No

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
☒ No

Declaration

I/We hereby apply for Non-Material Amendment 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

Ashley davis

Date

12/05/2026