

Planning Services, Adur & Worthing Councils

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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) to Dwellinghouses (Use Class C3)

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

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="4"/>
Suffix	<input type="text"/>
Property Name	<input type="text"/>
Address Line 1	<input type="text" value="Warwick Place"/>
Address Line 2	<input type="text" value="Worthing Central"/>
Address Line 3	<input type="text" value="West Sussex"/>
Town/city	<input type="text" value="Worthing"/>
Postcode	<input type="text" value="BN11 3EU"/>

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

Easting (x)	Northing (y)
<input type="text" value="515308"/>	<input type="text" value="102698"/>

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Agent Details

Name/Company

Title

First name

Alzbeta

Surname

Laukova

Company Name

Coastline Architects Ltd

Address

Address line 1

43 New Broadway

Address line 2

Tarring Road

Address line 3

Town/City

Worthing

County

Country

United Kingdom

Postcode

BN11 4HS

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.

The current building and site

Please note: Eligibility questions relating to the current building being vacant for 3 months, and it's floorspace not exceeding 1,500 square metres were removed after these limitations were lifted by government on 5 March 2024.

Has the use of the building, for a continuous period of at least 2 years immediately prior to the date of this application, been any of the following:

- For periods prior to 1 September 2020
 - Shops (Use Class A1);
 - Financial and professional services (Use Class A2);
 - Food and drink (Use Class A3)
 - Business (Use Class B1);
 - Medical or health services
 - Non-residential institutions (Use Class D1(a));
 - Crèche, day nursery or day centre
 - Non-residential institutions (Use Class D1(b));
 - Indoor and outdoor sports
 - Assembly and leisure (Use Class D2(e)), other than an indoor swimming pool or skating rink;
- For periods from 1 September 2020
 - Commercial, Business and Service (Use Class E)

Yes

No

Is any land covered by, or within the curtilage of, the building:

- in a site of special scientific interest;
- a listed building or land within its curtilage;
- a scheduled monument or land within its curtilage;
- a safety hazard area;
- a military explosives storage area;

Or, is the building:

- in an area of outstanding natural beauty;
- in an area specified by the Secretary of State for the purposes of enhancement and protection of the natural beauty and amenity of the countryside;
- in the Broads;
- in a National Park;
- in a World Heritage Site

Yes

No

The proposed change of use

For applications, submitted before 1 August 2022, proposing a change of use to Dwellinghouses from Offices (Use Class B1(a)/E(g)(i)).

Is/Was there an Article 4 direction in place that has removed these specific permitted development rights?

Yes

No / Not relevant

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

Yes

No

Following the development, will every dwellinghouse in the building remain in use within Use Class C3 and for no other purpose, unless that purpose is ancillary to the primary use as a dwellinghouse?

Yes

No

Agricultural tenants

To be eligible for this permitted development right, all parties to any agricultural tenancy agreements that are currently in place need to provide consent.

This is to help ensure that agricultural tenants are not displaced to allow a change of use to be carried out.

Is any part of the land covered by or within the curtilage of the building to be demolished occupied under any agricultural tenancy agreements?

Yes

No

Fire Safety

Where the building (as proposed) exceeds certain limits, legislation has been put in place to ensure the adequate consideration of fire safety by the Local Authority (including its decision to grant prior approval) and other relevant parties.

Would the proposed development result in a building that contains two or more dwellinghouses, and is:

- 18 metres or more in height (as measured from ground level to the top floor surface of the top storey of the building); or
- contains 7 or more stories.

Yes

No

NOTE: More details on how to measure height and stories are available in paragraph (7) of [Article 9A of The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) and [the related government guidance](#).

Description of Proposed Works, Impacts and Risks

Proposed works

Please describe the proposed development including details of any dwellinghouses and other works proposed

The proposal is for the change of use of the ground floor from a former foot clinic to residential use and the conversion of the entire building into one single dwellinghouse.

In addition, external alterations are proposed to improve the appearance of the building and ensure it is in keeping with neighbouring properties.

Front elevation works include:

Installation of one additional window.

Removal of tile-hung bay window walls and replacement with rendered finishes.

Change to the colour of the front façade.

Replacement of the front door.

Removal of the existing porch and construction of a new porch matching the design style of adjacent properties.

These changes aim to improve the appearance of the dwelling and integrate the building more closely with the surrounding streetscape.

Rear elevation works include:

Installation of two new arched external doors.

Construction of an external fire escape staircase.

Installation of two new rooflights.

Installation of one additional bathroom window at second floor level.

No extensions are proposed and all works remain within the existing building envelope.

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

All habitable rooms will receive adequate levels of natural daylight through existing and proposed windows and rooflights.

The additional front window, rear arched doors and rooflights are intended to improve daylight, ventilation and internal amenity for future occupants. The layout ensures that all living rooms, bedrooms and kitchen are located adjacent to external openings.

The proposal complies with Building Regulations relating to minimum window sizes, ventilation and daylight provision.

What will be the net increase in dwellinghouses?

0

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.

Impacts and risks

Please provide details of any transport and highways impacts and how these will be mitigated, particularly to ensure safe site access

The proposed development will not result in an increase in traffic movements. The existing foot clinic would have generated visitor traffic, whereas the proposed single dwelling represents a reduction in daily activity.

The site is well-served by local amenities and public transport. No highway alterations are required and there will be no impact on pedestrian or vehicle safety.

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

There is no evidence to suggest contamination arising from previous uses of the site.

If contamination is discovered during construction, appropriate investigation and remediation shall be carried out in accordance with environmental health guidance.

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

The development involves no increase in building footprint or hardstanding and therefore does not increase surface water runoff.

The site will continue to use existing drainage infrastructure. Consequently, there is no increased risk of flooding arising from the proposal.

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

Any potential noise impacts will be mitigated through building fabric upgrades such as enhanced glazing and sound insulation in accordance with Building Regulations.

If the building is located in a conservation area, and the development involves a change of use of the whole or part of the ground floor. Please provide details of the impacts that the change of use will have on the character or sustainability of the conservation area and how these will be mitigated

The proposed design changes respect the character of the surrounding street scene by replicating architectural features of neighbouring properties, particularly the redesigned porch and façade finishes.
The development improves visual continuity along the street and does not harm the character or appearance of the conservation area.

If the building is located in an area currently in use for general or heavy industry, waste management, storage and distribution, or a mix of such uses.

Please provide details of the impacts on intended occupiers of the development of the introduction of residential use in the area and how these will be mitigated

The property is not within an active industrial or heavy commercial area.
Accordingly, the use as a single dwellinghouse is appropriate and will not adversely affect future occupiers.

If the proposal involves the loss of services provided by a registered nursery, or a health centre. Please provide details of the impacts on the local provision of the type of services lost and how these will be mitigated

The proposal does not involve the loss of a registered nursery or health centre.
There is no impact on local service provision.

List of flats and other premises in the existing building

Please provide a list of all addresses of any flats and any other premises within the existing building

House name:

4a

Number:

Suffix:

Address line 1:

Warwick Place

Address Line 2:

Town/City:

Worthing

Postcode:

BN11 3EU

Declaration

I/We hereby apply for Prior Approval: Change of use – commercial/business/service to dwellinghouses 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

Alzbeta Laukova

Date

28/01/2026