

Development Management – Delegated Officer Report

Application Number: AWDM/0872/26 Recommendation: APPROVE

Site: 1 – 3 Ship Street, Shoreham-By-Sea, West Sussex

Proposal: Non-material amendment to approved AWDM/0122/26 to relocate bin and bike storage.

Date of Site Visit: No visit required.

Proposal, Site and Surroundings

The application relates to a three storey end of terrace 1960s office building on the west side of Ship Street close to the junction with the High Street. The site includes a rear yard with storage building. Access to this yard is possible externally on the south side of the building or through the communal hallway. The building has a commercial frontage and is a flat roofed building with a part rendered frontage. It does not have any off street parking.

It is attached to no. 5 to the north a former office building recently converted into a single dwelling. To the south is a Wine Bar fronting the High Street. The site is in the Shoreham Conservation Area but is not a listed building.

The building is currently being converted following prior approval being required and granted under NOTICE/0007/25 - Change of use from commercial office (Use Class E) to 3no. independent dwellings (Use Class C3). 1no. one bed, two person ground floor dwelling and 1no. two bed, four person dwelling at each of the first and second floors. The building was previously used as a Chartered Accountants Office. The three residential units were approved, one on each floor.

Consent was recently granted under AWDM0122/26 for the alterations of external details of the development. The proposed refuse and cycle storage was shown on these approved plans.

The current application seeks to make a non material amendment to the previous approval to change the position of the bike and refuse storage. The scale and design of the storage enclosures remains unchanged. They remain to the rear of the building in the space accessed from the south of the building or through the communal hallway. The position is to be on the west boundary with the cycle and refuse storage side by side, a slight repositioning from that on the approved plans.

Relevant Planning Policies

Adur Local Plan 2017 Policies 1, 2, 11, 15, 16, 17, 20, 22, 25, 28, 34, 35, 36
National Planning Policy Framework (August 2026)
WSCC Guidance on Parking at New Developments (Sept 2020).

Planning Assessment

A provision to provide a mechanism to make non-material amendments to planning permissions was introduced via Section 190 of the Planning Act 2008, which inserts Section 96A into the town and Country Planning Act 1990. There is no statutory definition of what 'non-material' is. This is because it is so dependent on the context of the particular scheme, what may be non-material in one context may be material in another. In order to grant an application an LPA must be satisfied that the amendment sought is non-material.

In assessing an application for a non-material amendment the Government's guidance in 'Greater Flexibility for Planning Permissions' states that the LPA must have regard to the effect of the change, together with any previous changes made under s96A. They must also take into account any representations made by anyone notified, provided they are received within 14 days of notification. In this case neighbours were not notified as the changes are considered insignificant and would not result in any impact to neighbouring occupiers.

The proposed relocation of the storage structures will not have any impact upon the site and surrounding area. They are to be moved slightly from that originally approved. The area to the rear of the building is not visible within the Conservation Area and has no impact upon adjacent occupiers.

Recommendation

That the application for non-material amendment be APPROVED

Reason

The works proposed would not materially alter the visual appearance development from what was previously approved and consequently could not have a materially different impact on the established character and appearance of the street scene from what was previously approved.

The proposed amendments to the scheme would result in an equivalent quality of design and would not be visible within the street scene or Conservation Area.

It is therefore considered that the above development should be considered under the provisions of s.96A of the Act

Case Officer: Hannah Barker

Date: 18th August 2026

Authorised by: Peter Barnett

Date: 19 August 2026