

# Planning Services, Adur & Worthing Councils

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

Tel : 01903 221065  
websites : [www.adur.gov.uk](http://www.adur.gov.uk) or [www.worthing.gov.uk](http://www.worthing.gov.uk)  
e-mail : [planning@adur-worthing.gov.uk](mailto:planning@adur-worthing.gov.uk)



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="23"/>
Suffix	<input type="text"/>
Property Name	<input type="text" value="Sussex Travel Clinic"/>
Address Line 1	<input type="text" value="Farncombe Road"/>
Address Line 2	<input type="text" value="Selden"/>
Address Line 3	<input type="text" value="West Sussex"/>
Town/city	<input type="text" value="Worthing"/>
Postcode	<input type="text" value="BN11 2AY"/>

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

Easting (x)	Northing (y)
<input type="text" value="515519"/>	<input type="text" value="103035"/>

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

Secondary number

Fax number

Email address

## Agent Details

Name/Company

Title

First name

Surname

Company Name

## Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

BN42 4QN

## Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

\*\*\*\*\* REDACTED \*\*\*\*\*

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 change of use of the building from Class E(e) (medical services not attached to the residence of the practitioner) to Class C3 (dwellinghouse). The change of use would create a two-bed, three-person dwelling house with a gross internal floor area of 120 sqm.

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

The proposed floor plans show that all habitable rooms would have adequate natural light. Both bedrooms and the living room will have dual aspect windows.

What will be the net increase in dwellinghouses?

1

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 residential dwelling would benefit from the existing off-road parking on the site. The existing access arrangements off Farncombe Road are safe and free of highway hazards.

The residential use will have a materially beneficial impact on traffic flows as it will reverse the AM and PM peak traffic movements (business being inbound AM and outbound PM with residential being the opposite). Given the AM/PM peak flow traffic congestion in and around the town centre this will be a modest, albeit positive, feature of the proposal.

It is considered that there would be no adverse transport impacts from the development.

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

There are no known contaminants within the building. The land on which the building is located is not known to be contaminated. The history of use in the building is not one that would lend itself to contamination.

Contamination risk is therefore considered to be very low, and can be dealt with under the appropriate health and safety legislation.

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

The site is in Flood Zone 1 for fluvial and pluvial flooding on the EA flood maps, where there is a very low risk of flooding. There are no flood risks present in relation to the building.

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

The site is a quiet suburban area surrounded by office and residential uses. Most of Farncombe Road is residential. There are further residential properties to the rear on Madeira Avenue. The two adjoining uses, the offices and the St John Ambulance training centre, are not noisy uses of land that would be incompatible with the residential use of 23 Farncombe Road. It is concluded that there will be no impacts from commercial premises on the future occupants of the property.

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 premises are located in the Farncombe Road Conservation Area. The character of the CA is described as largely residential in the Character Appraisal. By reverting the building back to its original use, the proposal would add, not detract, from the character with the CA, compared to the commercial use. The building retains its attractive domestic appearance, and is more suited to a residential use. The impact on the CA would therefore be positive.

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 site is not in an area important for general or heavy industry, waste management or storage and distribution.

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

City Doc is a company that operates a number of travel clinics across the UK. It is the UK's leading group of private medical practices, providing private medical treatments to paying customers. It does not deliver its services under an NHS contract. It is not an NHS maintained health clinic under section 2 or 3 of the National Health Service Act 2006.

## 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:**

City Doc (formerly The Sussex Travel Clinic)

**Number:**

**Suffix:**

**Address line 1:**

23 Farncombe Road

**Address Line 2:**

**Town/City:**

Worthing

**Postcode:**

BN11 2AY

## 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

Debbie Marriage

Date

12/11/2025