

Development Management – Delegated Officer Report

Application Number: AWDM/1279/25 **Recommendation:** APPROVE

Site: 97 - 99 Montague Street Worthing West Sussex BN11 3BN

Proposal: **Erection of additional storey for the creation of four self-contained residential units (Use Class C3) with terraces and screening**

Date of Site Visit: 18/02/2026

Neighbours Checked: Y

Additional Neighbours Notified: N

Site and Surroundings

The site is located on the southern side of Montague Street in Worthing town centre. The property is two storeys in height with commercial on the ground floor with associated offices above. Prior approval has been granted for a change of use to residential at first floor.

The site is located within the boundary of Worthing town centre. The site is within the Montague Centre character area and forms part of the primary shopping frontage. The surrounding area is largely commercial in character but there are residential houses to the immediate west.

The site is within the setting of both Montague St and Marine Park and Hinterland conservation areas. These are located to the immediate west of the site. Also to the immediate west are a number of Grade II listed buildings including Former Victoria Inn (currently occupied by CeX and residential) and 10-18 Prospect Place.

Proposal

The development proposes the addition of one storey above the existing building to provide four residential units. The extension would be constructed from standing seam zinc and have uPVC windows.

The development would provide three x two-bedroom units and one x one-bedroom unit. Each unit would have a terrace facing either north or south with obscure glazed screening to the eastern and west boundaries.

Solar panels would be provided on the roof. Bike storage has been provided internally at ground floor and bin storage would be provided externally within the rear service yard.

Relevant Planning History:

AWDM/0882/25 - Installation of new shopfront including removal of lobby

STATUS: Application Permitted 16th September 2025.

AWDM/0884/25 - Alterations to rear fenestration including new doors to rear of building

STATUS: Application Permitted 16th September 2025.

NOTICE/0015/25 - Application for Prior Approval for Proposed change of use from retail (Use Class E) to four residential units (Use Class C3)

STATUS: Prior Approval Required and Granted 10th September 2025.

AWDM/1272/25 - Installation of extractor including external ducting to rear

STATUS: Application Withdrawn 7th January 2026.

Consultations

Environmental Protection:

Recommended conditions on working hours and noise insulation

Private Sector Housing: No response

West Sussex County Council (as LHA):

This application seeks erection of additional storey for the creation of four self-contained residential units. The site is located on Montague Street (pedestrian precinct), an E-classified route. The Local Highways Authority has previously been consulted on matters at this location under NOTICE/15/25 for application for Prior Approval for Proposed change of use from retail (Use Class E) to four residential units (Use Class C3).

There is no vehicular access or parking associated with this property and none proposed to serve the development. Consequently, parking would have to be accommodated on-street, in designated locations or travel considered via more sustainable alternatives.

Comprehensive parking restrictions are in place on nearby roads, prohibiting parking in places that would be detrimental to highway safety. The LHA does not anticipate that the nil car parking provision would result in a highway safety concern or parking capacity issue in this instance.

Due to the location of the development within a sustainable location in Worthing, it is not considered that occupants would be reliant on the use of a car. The site is situated near local shops and amenities which reduces the reliance on the use of a car for some journeys. The LHA would request that secure and covered cycle storage be provided if there is space within the site to do so. The cycle parking details can be secured via a condition as advised below and should meet WSCC standards for the dwelling numbers proposed.

The LHA does not anticipate that the proposed additional storey (4 units comprising 1 x 1bed and 3 x 2bed) would generate a severe material increase in vehicular movements to or from the site. The WSCC Parking Demand Calculator outlines that 5

parking spaces would be anticipated to serve the likely demand from this proposal. There are several multi-storey car parks within proximity of the site, furthermore regular bus services operate along Marine Parade to the south, offering links to Lancing, Shoreham, Littlehampton, Durrington, Crawley, Ferring and others. Worthing Train Station is located a 5minute cycle from the development site, or a 15minute walk, offering opportunities for further travel to Southampton, Brighton and London.

Given the central location of the development, the LPA may wish to consider securing a construction management plan alongside any approval of this proposal- condition advised below.

In summary, the LHA does not consider that this proposal would have an unacceptable impact on highway safety or result in 'severe' cumulative impacts on the operation of the highway network, therefore is not contrary to the National Planning Policy Framework (paragraph 116), and that there are no transport grounds to resist the proposal.

If the LPA are minded to approve the application, the following conditions are recommended: 1. Cycle parking, 2. Construction management plan

WSP (as drainage consultant):

Following a review of the submitted information, we have no objection on surface water grounds. Due to the site, size, location, and type of development we would recommend the approval of the application.

Waste Services: No response

Southern Water:

Insufficient Information provided

Construction of the development shall not commence until details of the proposed means of Foul/Surface Water drainage disposal have been submitted to and approved in writing by the Local Planning Authority in consultation with Southern Water.

West Sussex Fire And Rescue Service

Provided for NOTICE/0015/25 but considered relevant for this application as well:

Having viewed the plans for the planning application no NOTICE/0015/25 for the Application for Prior Approval for Proposed change of use from retail (Use Class E) to four residential units (Use Class C3); evidence is required to show that all points inside all dwellings are within 45 metres of the location of a fire appliance in accordance with Approved Document B (AD-B) Volume 1: B5 section 13. This is to be measured along the hose lay route, not in a direct line or arc measurement. Any areas not within the 45m distance will need to be mitigated by the installation of domestic sprinkler or water mist systems complying with BS 9251 or BS8458 Standard.

Neighbour Representations

No. of Contributors	2
No. of Representations	1
No. In Support	0
No. of Objections	1

Mr Mike Lancashire Flat 2 20 Prospect Place Worthing West Sussex BN11 3BL

I am a resident of the neighbouring building at 20 Prospect Place, located above CEX on Montague Street. Our property includes skylights that face your development site, and I am writing to express some concerns regarding the proposed works.

My primary concern is the potential loss of privacy, as the new construction may allow occupants or visitors to look directly into my flat. Additionally, I am worried about the reduction of natural light through our skylights.

Could you please provide access to the proposed plans, or confirm whether there will be any west-facing windows or terraces that overlook our building?

Finally, during the previous period when scaffolding was erected, the alarm system frequently triggered, and there were incidents of individuals climbing the scaffolding and accessing our roof. This not only raised serious privacy issues but also posed a security risk to both properties. I would appreciate reassurance that appropriate measures will be taken to prevent such issues from recurring.

Thank you for your time and attention. I look forward to your response.

Mrs Laura Kingsley-Holmes 12 Prospect Place Worthing West Sussex BN11 3BL

From looking at the plans it appears that there will be some loss of light to my property and I am worried about privacy from the windows looking into my property. I am unsure what the screening will be made of and how this will affect the light .

Relevant Planning Policies:

Worthing Local Plan (WBC 2023): Policies SP1, SP2, SP3, SS3, DM1, DM2, DM5, DM13, DM15, DM16, DM17, DM22, DM24
National Planning Policy Framework (MHCLG 2024)
National Planning Practice Guidance

SPG 'Extending or Altering Your Home' (WBC)
Supplementary Planning Document (WBC 2012): Space Standards
Technical Housing Standards – Nationally Described Space Standard (2012)

Planning Assessment:

Principle of development

The Worthing Local Plan was adopted on 28th March 2023 (base date of Plan 2020). Policy SS1 sets out the Housing supply over the period 2020-2036 and gives a total figure of 3672 (an annual target of 230 dwellings per annum).

Paragraph 78 of the NPPF (2024) requires that local planning authorities should identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of five years' worth of housing against their housing requirement set out in adopted strategic policies, or against their local housing need where the strategic policies are more than five years old. The supply of specific deliverable sites should, in addition, include a buffer (moved forward from later in the plan period) of:

- a) 5% to ensure choice and competition in the market for land; or
- b) 20% where there has been significant under delivery of housing over the previous three years, to improve the prospect of achieving the planned supply; or
- c) From 1 July 2026, for the purposes of decision-making only, 20% where a local planning authority has a housing requirement adopted in the last five years examined against a previous version of the Framework, and whose annual average housing requirement is 80% or less of the most up to date local housing need figure calculated using the standard method set out in national planning practice guidance.

The most recent [5 Year Housing Land Supply](#) (5YRHLS) position for Worthing (as at 01/04/2023) demonstrates a 6.3 years supply applying a 20% buffer as at that time Worthing had failed the then current Housing Delivery Test (HDT) (2022 published December 2023).

However, the most recent HDT 2023 (published December 2024) shows that Worthing scored 107% and therefore faces no consequences from the HDT.

Having a 5YRHLS position and having passed the HDT with no consequences means that for Worthing Paragraph 11 c) of the NPPF applies which states: '*For decision-taking this means: c) approving development proposals that accord with an up-to-date development plan without delay*'.

The proposed flats would make a welcome addition to the local housing supply within a highly sustainable town centre location.

Policy SS3 sets out the strategic approach to ensure that the town centre continues to fulfil its sub-regional role as a shopping centre, recognising it is important to provide development that meets both quantitative and qualitative needs. The approach seeks (amongst other things) to improve and increase the mix of uses in the town centre particularly retail, employment, community, residential, leisure, recreation, cultural and tourist facilities through maximising development around key development sites and through the more efficient use of existing sites.

The site is located with the Primary Shopping Frontage. The existing retail shops on the ground-floor, which provide an active frontage onto Montague St, are not included as part of this application, will not be affected. An application for prior approval has been granted for the change of use of the first floor.

There is no objection in principle; the key considerations are the effects of the proposed external changes on the character and appearance of the area, including

the historic environment; the living conditions and residential amenities of future and neighbouring residential occupiers; sustainability; flooding and transport and highway safety matters.

Visual Amenity

Policy DM2 of the Local Plan states that proposals must make the most efficient use of land, which will usually mean developing at densities above those of the surrounding area with the optimum density of a development resulting from a design-led approach to determine the capacity of the site. It states that particular consideration should be given to the site context and character of the surrounding area, including heritage assets; accessibility by walking, cycling and public transport; the need to achieve high quality design and the need to minimise environmental impacts, including harm to the amenities of adjoining occupiers.

Policy DM5 requires all development to be of a high architectural and design quality and respect and enhance the character of the site and the prevailing character of the area. It states that development should enhance the local environment by way of its appearance, with attention paid (amongst other things) to architectural form, materials and impact on street scene. Development should respect, preserve and where appropriate enhance heritage assets and their settings and make a positive contribution to sense of place, local character and distinctiveness.

Policy DM24 states that where development affecting any designated heritage asset is permitted, it must be of high quality, respecting its context and demonstrating a strong sense of place. Where a proposal will lead to less than substantial harm to the significance of a designated heritage asset this harm will be weighed against the public benefits of the proposal including where appropriate securing its optimal viable use.

The proposed development comprises an additional storey to be clad in standing seam metal which would cover the majority of the roof space about 97-99 Montague Street. The extension would not sit above the roof level of 95 Montague Street which is attached to the building with the same front elevation, immediately to the east.

Standing seam metal is a modern approach to rooftop extensions and can be seen to have provided a successful rooftop addition to a development approximately 200m to the east on Montague St. There were some concerns that the proposed extension lacked detail and articulation and so revisions were sought to the proposal. The applicant has provided revised plans showing a staggered building line to the front which would have an inset area to address the bulk. The extension has also been aligned with the shopfronts below to centre it within the roof.

The applicant has provided a section showing that there would be some visibility of the structure from Montague Place but only when standing immediately on the northern side of Montague Street. Some visibility is also likely from the approach to the east and west, but the extension represents a modern extension to a modern building and is considered acceptable. UPVC windows are proposed and acceptable in this modern building. Where they are side facing they are set off shared boundaries and are not considered to limit development potential on adjacent sites.

The development proposes terraces located to the north and the south with screening. These are to have 1.7m high fences on the east and west sides in obscure glass. Glazing is considered an acceptable material and would have a less bulky appearance than other materials.

The design is fairly utilitarian, but the applicant has made changes to the design of the extension to improve articulation, align the building with the shopfront below and redesigned the windows for more visual interest which has improved the scheme.

The site is not within a conservation area and does not itself contain any listed buildings. However, 12-18 Prospect Place and the former Victoria Inn (Grade II listed buildings) and Marine Parade and Hinterland, and Montague St conservation areas lie to the immediate west. The extension would be located in fairly close proximity to these designated heritage assets. The extension has been set in from the edges of the roof to reduce the bulk in proximity to the Prospect Place terrace but would still increase the height above that of the terrace itself having some impact on the setting. This would be most noticeable from the rear where the extension would be relatively apparent in views from the south. While more separation from this terrace would be preferable, the extension being limited to only one storey and set back in line with the middle of the terrace would mitigate the impacts on the terrace.

The scheme would result in less than substantial harm to the setting of the listed buildings but at the lower end of the scale. The provision of the additional residential units is considered to be a public benefit which would outweigh the level of harm identified in this instance in accordance with the tests outlined in the NPPF.

Residential Amenity

Policies DM2 and DM5 require that density and good design take into account the impact of the proposals on the residential amenity of residents surrounding the site. Key issues relate to the impact on daylight and sunlight levels, sense of enclosure and noise and disturbance.

Daylight and sunlight

The application has been supported by a Daylight Report (XDA Consulting Ltd, September 2025). The assessment looked at rear facing windows in 10-18 Prospect Place at ground, first and second floor levels. The results show that all windows will retain at least 80% of their former VSC in line with BRE guidance. These windows are therefore not likely to experience a noticeable change in the daylight to their rooms. Rooflights weren't assessed but as these are on an angle and so would experience better levels of daylight retention than the windows on the floor below.

The No skyline test was not undertaken due to the layout of the houses being unknown. However, as the VSC tests show good levels of daylight retained it is not necessary to undertake the NSL assessment.

The scheme also looked at the loss of sunlight to these rear windows which all face east towards the development site. The report concludes that all windows would retain at least 0.8 of their former value.

In terms of overshadowing, only numbers 12 and 14 Prospect Place have gardens. There will be no change to these gardens as they don't currently receive direct sunlight.

Privacy and overlooking

The development proposes east and west facing windows which can affect the privacy of neighbouring occupiers.

On the western elevation, five windows face towards the neighbouring residential amenity. The two southernmost windows to the living space of flat D will be obscure glazed so these will not result in any overlooking. The two bedrooms of Flat D have unobscured windows. This wall has been pulled back to reduce overlooking here and a section provided indicating the view from these windows. It shows that the view would largely be to the top of neighbouring second floor windows. The northern of the two windows looks over the roof of 103-103A Montague St and is sufficiently set away from the roof lights of 18 Prospect Terrace. The window to the single bedroom is likely to result in overlooking of no. 18s rooflights and so it is recommended to condition that this window is also obscure glazed. The bedroom window of Unit B also looks over the roof of 103 -103A Montague St and therefore does not need to be obscured.

On the eastern elevation, two bedroom windows and two living area windows are proposed facing east. There are no residential windows to the side here which would be affected.

The western terrace to the south would be in proximity of the rear windows of 12 and 14 Prospect Terrace. Obscure glazing screens would be provided to limit overlooking of these neighbouring properties.

Standard of accommodation

Policy DM2 sets out that new dwellings across all tenures will be expected to meet as a minimum, the nationally described space standards for internal floor areas and storage space. These standards will apply to all open market dwellings. Applicants will be expected to have regard to the Council's local guidance for external space.

The proposal is for three two-bedroom units for three people. The three units are either 63 or 65 square metres which is over the 61 square metres minimum requirement. The fourth unit would be a one-bedroom, one-person unit of 46 sqm, comfortably above the 39 sqm minimum.

All bedrooms meet the space standards in terms of floor area and dimensions and adequate storage is shown on the drawings.

All habitable rooms have windows with kitchens / living areas facing north or south through large windows. Two bedrooms also face north / south with the four bedrooms to the south units facing east and west. Within the submitted Daylight Report internal illuminance was assessed and it was found that all rooms would exceed the National Annex recommended levels of 100 lux for bedrooms and 200 lux for kitchens for at least 50% of the assessment points for at least half of the daylight hours.

All four units are dual aspect providing opportunities for passive ventilation.

The EHO recommended a condition for noise insulation to protect the residential units from noise from the commercial unit below. The first floor has permission to change the use to residential under application NOTICE/0015/25. It is recommended that the wording is modified to only require this condition if the change of use of the first floor is not implemented.

Transport and servicing.

There is no vehicular access or parking associated with this property and none proposed to serve the development. Consequently, parking would have to be accommodated on-street, in designated locations or travel considered via more sustainable alternatives.

Comprehensive parking restrictions are in place on nearby roads, prohibiting parking in places that would be detrimental to highway safety. It is not anticipated that the nil car parking provision would result in a highway safety concern or parking capacity issue in this instance.

Due to the location of the development within a sustainable location in Worthing, it is not considered that occupants would be reliant on the use of a car. The site is situated near local shops and amenities which reduces the reliance on the use of a car for some journeys. The LHA requested a condition for cycle spaces to be provided. These have been shown to the rear of the ground floor and can be secured by condition.

The requirement for a development of this size is 480 L for refuse. There is no upper limit for recycling so the equivalent 480L at least should be provided. The bin stores have been designed to accommodate the refuse and recycling from the four prior approval units at first floor. It is likely that one 1,100L bin will be provided for both refuse and a second for recycling. Both are shown on the plans. Space has also been provided for a food waste bin for future collections. Bin stores have also been shown on the plans to ensure that the bins are kept in a tidy environment.

Sustainability

Policies DM16 and DM17 require that all developments meet minimum standards in terms of sustainable design and incorporate renewable and low carbon energy production equipment to meet at least 10% of predicted total energy requirements.

Little information has been provided regarding the sustainable construction methods that would be employed at the site. This can be secured by condition.

The roof plan has been updated to show solar panels to the rear of the site. These would provide for renewable electricity generation on site. Details will be required to ensure these panels meet at least 10% of total energy requirements.

The development will be required to achieve an EPC B as a minimum which will be conditioned.

Drainage and flooding

The site is located within Flood Zone 1 and is not susceptible to surface water flooding now or in the future. A flood risk assessment was provided that was also submitted with the prior approval application. The application has been reviewed by the Council's drainage consultant who has raised no objection. Southern Water has advised that insufficient information has been provided on foul / surface water disposal and a condition is recommended to protect the site from flooding.

Community Infrastructure Levy

This development will be subject to the community infrastructure levy on the new floorspace created.

Recommendation:

APPROVE subject to condition(s):

1. Drawing Numbers
2. Standard time limit
3. Materials to be approved
4. CMP
5. Construction of the development shall not commence until details of the proposed means of Foul/Surface Water drainage disposal have been submitted to and approved in writing by the Local Planning Authority in consultation with Southern Water.
6. No additional openings to east or west elevations
7. Obscure glazed windows to include those shown on the elevations and single bedroom in flat D, and boundary screens
8. Cycle parking to be installed pre-occupation
9. Refuse stores to be installed pre-occupation
10. Working hours
11. Sustainable design measures to include SAP calcs, evidence of EPC B minimum, water efficiency measures and 10% energy from renewable sources
12. Sound insulation required if change of use of first floor isn't implemented

Informative

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the

presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Community infrastructure levy

New address

Party wall Act

West Sussex Fire and Service

Is recommendation contrary to letter(s) of representation? Y

Case Officer: Louise Prew

Date: 19/06/2026

Authorised by: Gary Peck

Date: 19 June 2026