

Development Management – Delegated Officer Report

Application Number: AWDM/0122/26 **Recommendation:** APPROVE

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

Proposal: Alterations to the fenestration including replacement windows, Juliette balconies and cladding, reduced glazing to the ground floor.
To accompany the approved change of use ref: NOTICE/0007/25

Date of Site Visit: 3rd March 2026

Neighbours Checked: Y

Additional neighbour notification: N

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.

The current application seeks to alter the external details of the development. Replacement windows are proposed, black casement windows and Juliette balconies, reduction in glazing at ground floor and proposed vertical cladding which is to match the cladding at the adjacent property.

Representations: - None received

Consultations: -

Heritage consultants DGC: - The building is a 3 storey office block of 20th century origin that has recently been subject of a change of use by way of prior approval to form residential accommodation.

The building is typical of 1970's or 1980's office development being non-descript and

generally uninteresting. It does not positively contribute to character and is clearly an infill development.

The proposal seeks planning permission for the replacement of the windows and installation of Juliette balconies.

Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 confers a statutory duty to LPAs when exercising planning functions, to pay special attention to the desirability of preserving or enhancing the character or appearance of that area.”

It is noted that the office block immediately neighbouring the site has a near identical scheme already in place.

It is considered that by way of the building being somewhat alien to the conservation areas character that the proposed, whilst not offering enhancement, preserves the character and appearance of the conservation area causing no further harm.

As such there is no heritage objection

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 (December 2024)
WSCC Guidance on Parking at New Developments (Sept 2020).

Planning Assessment

Principle

The relevant issues are the effects on the amenities of neighbouring residential occupiers and the effect on the character and appearance of the area and the Conservation Area.

Visual amenity

The changes proposed will be clearly visible within the Conservation Area and street scene. They will bring a contemporary upgrade to the existing building, removing its 1960s office character to a more desirable residential appearance. The works will preserve the character and appearance of the Conservation Area. The material and finish will match the adjacent development and provide a cohesive appearance.

The Council's Heritage Consultant has confirmed that there is no heritage objection.

Residential amenity

The changes will result in no harm to residential amenity, the prior approval gave consent for the change of use and the current application is for fenestration changes

and detailing only. Smaller windows are proposed for the ground floor front elevation to replace the existing large office windows. This will improve privacy while still maintaining sufficient light to the living room/kitchen/diner.

Recommendation

APPROVE

Subject to Conditions:-

1. Approved Plans
2. Standard 3 year time limit
3. Materials as shown on the approved plans to include vertical cladding and black aluminium casement windows.

Is recommendation contrary to letter(s) of representation N

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.

Case Officer: Hannah Barker

Date: 26th March 2026

Authorised by: Peter Barnett

Date: 26 March 2026