Expiry Date - 02/10/2025

Development Management – Delegated Officer Report

Application Number: AWDM/1027/25 **Recommendation – APPROVE**

Site: **147A Montague Street Worthing West Sussex BN11 3BX**

Proposal: **Conversion of 3-bedroom flat into 2x 1-bedroom flats and two rooflight windows to the rear.**

Date of site visit: 09.09.25

Neighbours checked: Y

Additional neighbour notifications: N

Site and Surroundings

Montague Street at this point is within the secondary frontage of the town centre as defined in the Worthing Local Plan and non- pedestrianised. The property sits on the southern side. The frontage building is a three storey Victorian property designated as a local interest building. The site is within the conservation area.

The upper floors of 147 are used for self-contained flats and are accessed from the front via a separate door to the side.

Proposal

The application is for the conversion of the previous three bedroom flat that occupies the first, second and third floors of 147 Montague Street into two x 1-bedroom flats: one on the first floor and the other over the second and third floors.

The application also proposes two Heritage Conservation roof windows to the rear of the building

The first floor flat would be entered through the existing staircase it would comprise a kitchen/ living area to the front and one bedrooms and bathroom to the rear. The flat has a floor area of approx. 49.54sqm.

The second and roof space flat (top flat) would be accessed from the original door and staircase. The flat would have a living room to the front and bedroom to the rear on the second floor with a kitchen/diner within the roof space which will be lit by two new roof light windows. The flat has a floor area of approx. 62sqm.

The application is accompanied by a Flood Risk Assessment.

Relevant Planning History:

AWDM/2011/22- Change of use from ancillary storage and construction of additional storey within the mansard roof extension with dormers to create self contained 1 bedroom dwelling to the rear of 147 Montague Street.- APPROVED

Consultations:

WSCC Highways

No vehicular access is associated with this site, whilst pedestrian access to the site will remain as existing. The proposals are not anticipated to give rise to a significant material intensification of movements to or from the site.
No vehicular parking is proposed, so parking would have to be accommodated either on-street or within nearby paid-for provision, as per the existing arrangement. The LHA does not anticipate that this would lead to a highway safety concern or parking capacity issue in this location.
The site is situated in a sustainable location that is well accessible on foot, by cycle or by public transport. The LPA may wish to secure cycle parking provision if there is space within the site to do so.

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.

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.

Proposed Soakaways
The Council's Building Control officers or technical staff should be asked to comment on the adequacy of Soakaways to dispose of surface water from the proposed development. No new Soakaways should be located within 5 metres of a public or adoptable gravity sewer, rising main or water main.
No Soakaways should be connected to the public surface water sewer.
Hierarchy of Building Regulations H3 for disposal of surface water - not yet provided documentation proving compliance
If the applicant has not already provided documentation demonstrating compliance with the surface water hierarchy reflected in part H3 of the

Building Regulations, as shown below, we will require this to be provided where surface water is being considered for discharge to our network. Whilst reuse does not strictly form part of this hierarchy, Southern Water would encourage the consideration of reuse for new developments.
- Reuse
- Infiltration
- Watercourse
- Storm Sewer
- Combined Sewer

Guidance on Building Regulations is here:
https://www.gov.uk/government/publications/drainage-and-waste-disposal-approved-document-h
We would like to engage with you on the design for disposal of surface water for this development at the earliest opportunity and we recommend that civil engineers and landscape architects work together and with Southern Water. In many cases this may negate or reduce the need for network reinforcement and allow earlier completion of the development.
Where a surface water connection to the foul or combined sewer is being considered, this should be agreed by the Lead Local Flood Authority, in consultation with Southern Water.

Adur and Worthing Councils

WSP

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**.

Environmental Health

Public health –

The use hereby permitted shall not commence until a test report is submitted to the local planning authority demonstrating that the airborne sound insulation between the ground and first floor achieves a value of at least 50dB (DnTw + Ctr dB) for all floors

Representations:

The Worthing Society

No Objections

Relevant Planning Policies

Worthing Local Plan 2020-2036 (WBC 2023): Policies:
SP1, SS1, DM1, DM2, DM5, DM15, DM16, DM17, DM20, DM22
National Planning Policy Framework
Nationally Described Space Standards (March 2015)

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SPD ‘Space Standards’ (WBC 2012)
CIL Charging Schedule (Aug 2021)

Planning Assessment

Principle

Policy DM1 indicates at (f)

When considering proposals for the conversion of dwellings into smaller units of self-contained accommodation, the proposal must provide a high standard of accommodation that complies with internal space standards and requirements for private outdoor space. In addition, the Council will consider:

i) the impact on the mix of dwellings locally
ii) the impact on the character of the area
iii) the impact on the amenity of adjoining dwellings
iv) the quality of the accommodation. Applications for the change of use to a C4 use, a mixed C3/C4 use or to a sui generis HMO use should also demonstrate that the communal living space and cooking and bathroom facilities are provided appropriate in size to the expected number of occupants
v) At least one unit of the accommodation provided is suitable for family occupation unless it can be demonstrated that:
● A different mix of units is essential to preserve the character of a listed building or building with heritage importance; or
● The proposal is specifically for people with special housing needs.

The site is within a sustainable town centre location where there is a mix of dwelling sizes and types in the area. The applicant has indicated that the current flat is underused and requires modernisation. Although the proposal would involve the loss of a potential family dwelling, its current layout over 3 floors from the first floor with no external space would not be particularly appropriate for a family. Although it would involve the loss of a potential family unit, the proposal would provide an additional unit which would make a small contribution to the housing need in a sustainable town centre location.

Character and appearance

The NPPF and policies within the Worthing Local Plan attach great weight to sustainable development and that good design is a key aspect of sustainable development.

The property is situated in the town centre, the only external changes are to provide two roof light windows in the rear elevation. The conservation style rooflights are considered to preserve the appearance of the conservation area.

The conversion does not have a detrimental impact on the conservation area, the character of the property (which is of local interest) or the area in general.

Residential Amenity

Future Residents

Policy DM2 of the WLP states that new dwellings across all tenures will be expected to meet as a minimum, the nationally described space standards (or any subsequent Government update) for internal floor areas and storage space. These standards will apply to all open market dwellings and affordable housing, including those created through subdivision and conversion. The Council's local standards will continue to apply for external space.

The proposed flats would be accessed from the existing staircase with an independent access (from the commercial unit) which currently exists.

Both flats would comply with the nationally described space standards.

In relation to the layout of the flats and daylight and sunlight. Both flats have good daylight and sunlight to all room and storage is provided.

The top floor flat is over two floors and provides a living room and bedroom on the first floor of the top flat and a kitchen diner on the top floor within the roof space. The original three bedroom flat had a bedroom within the loft space. The reconfiguration provides a good standard of accommodation with the bedroom on the same floor as the bathroom and a separate kitchen diner within the roof space lit by new roof light windows. The kitchen as a non-habitable room with limited outlook is acceptable in these circumstances as a separate lounge is provided. The configuration with two living spaces for a one-bedroom flat could lead to the creation of a further bedroom to replace the lounge area. A two-bedroom unit would not however comply with the Technical Housing standards, which would require 70sqm over a two-storey unit. As shown as a one-bedroom unit, the proposal complies with the standards and is acceptable in these circumstances as a one-bedroom unit only.

The 'Space Standards' SPD also sets out requirements for external open space. For flat developments it indicates a minimum of 20 sqm per 2 person flat should be provided which is normally in the form of communal areas. With larger and taller blocks this could be in the form of a balcony (or roof terrace). Balconies need to be of sufficient size to accommodate a small table and sufficient chairs for each occupant.

There is no external space or parking associated with the existing or proposed development. With a conversion in this highly sustainable location this is considered acceptable.

The Environmental Health Officer has requested a condition to test sound insulation between the ground and first floor prior to commencement. Although the first floor is currently residential, this is currently laid out as living accommodation. The current scheme involves a bedroom also on this floor. With the requirement for updating and modernisation of the internal space and

bedroom proposed on the first floor the condition is justified and has been agreed by the agent.

This can be conditioned accordingly.

Residential amenity – effect on existing dwellings

The proposal involves two new roof light windows to the rear.

Although the building at the rear of No 47 within the ancillary storage building has planning permission for its conversion to residential it is not considered that the roof light windows would cause any additional detrimental overlooking.

All other windows are existing, as such there is no additional overlooking or loss of visual amenity for the neighbouring properties.

The internal noise insulation between adjoining properties would be dealt with through building regulations.

Drainage and Flooding

The Government's Flood Maps for Planning indicates that the site is situated on the periphery of Flood Zone 2 where land and property have a medium probability of flooding.

The site also lies adjacent to an area classified as 'low' risk of flooding from surface water and at 'low' risk of flooding from the sea

Safe egress to Flood Zone 1 is available from the access way of the property to Montague Street.

WSP have raised no objections.

Southern Water have requested details of foul and service water connection.

Recommendation

APPROVE subject to Conditions:-

1. Drawing Numbers
2. Standard Time
3. Noise from the commercial unit to be tested
4. Hours of construction
5. Details of foul and surface water drainage.

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.

Party wall act

New Address

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

Case Officer: Jackie Fox Date: 30.09.25

Authorised by: Louise Prew Date: 02/10/2025