Expiry Date - 27/10/2025

Development Management – Delegated Officer Report

Application Number: AWDM/0935/25 **Recommendation – APPROVE**

Site: **Land North Of 8 Shelley Road Worthing West Sussex**

Proposal: **Part retrospective application for conversion of storage building to residential dwelling.**

Date of site visit: various

Neighbours checked: Y

Additional neighbour notifications: N

Site and Surroundings

The application site is situated at the rear of No.8 Shelley Road, which is a shop on the ground floor with ancillary storage and staff facilities on the first floor.

The application site attached to the rear of the shop is an older 2-storey building which was previously used as a store but has been vacant for a number of years. It is joined (and linked internally) to a building which appears to have been originally built as a small 2-storey cottage.

On the west side of the site is a narrow tarmac twitten which runs north-south to the rear of properties in Portland Road and Grafton Road. The 2-storey flank wall of No. 10 Shelley Road adjoins the west side of the footpath, beyond which to the north the footpath is enclosed by a tall wall constructed from mix of flint cobbles and brickwork enclosing the rear of No. 26 Grafton Road.

On the east side of the building is an area of external curtilage enclosed by walls/fencing.

The rear of No. 6 Shelley Road and the rear of residential properties in Portland Road adjoin the site to the east.

An electricity sub-station adjoins the site to the north accessed from the footpath.

The site is located within the Chapel Road Conservation Area.

The site is outside the Town Centre but within the Key Office Location

Proposal

Permission is sought to convert the existing two-storey store building into a three bedroom house, approx. 111sqm in area. The dwelling would comprise a lounge and kitchen on the ground floor with three bedrooms, an en-suite and bathroom on the first floor. The proposed dwelling has a courtyard with a bike and bin store to the east of the property. The dwelling would be accessed through this courtyard from the second courtyard to the eastern side of No 8 (the shop).

The application, which is partly retrospective, has involved inserting new double doors in the ground floor east elevation and increasing the size of a window in the first floor of west elevation and removing a door. Two small roof light windows are proposed on the west roof slope. The building has been partially converted inside.

An acoustic report has been submitted with the application which assumes the following measures

- The openable window in the roof of the worst-affected bedroom will be sealed shut.
- Secondary glazing will be fitted to this existing window unit.
- Rockwool insulation will be packed into the ceiling void.
- The roof slope above the ceiling is assumed to comprise 100 mm Kingspan insulation between joists, together with a 50 mm layer of Kingspan and a layer of plasterboard.
- Acoustic trickle vents will be fitted to the windows in the west elevation, which will remain closed.
- An acoustic partition will be provided to the south wall, including solid block infill to the recess.

Details of the inserted windows have been provided.

Planning History

AWDM/0968/13- Demolition of attached rear store and link attached former cottage building and rebuilding as extension to shop on ground-floor with 1-bedroom flat above and detached 2-storey dwelling – APPROVED – Lapsed without implementation.

AWDM/0102/17- Demolition of attached rear store and link attached former cottage building and rebuilding as extension to shop on ground floor with 1-bedroom flat above and alterations to shopfront and detached 2-storey dwelling at rear (north). APPROVED – Lapsed without implementation.

Consultations

West Sussex County Council:

This application is for the part retrospective application for conversion of storage building to residential dwelling. The site is located on Shelley Road, an un-classified road subject to a speed limit of 30mph.
No vehicular access to the site is possible, and the proposal does not alter this arrangement. A nil car parking provision is proposed for the new development. Under the WSCC Car Parking Standards, two car parking spaces may be provided for the proposal. Whilst on-street car parking is limited in the immediate vicinity there are comprehensive parking restrictions prohibiting vehicles from parking in places that would be detriment to highway safety. We would not consider that highway safety would be detrimentally affected through the proposed nil car parking provision. The Planning Authority may wish to consider the potential impacts of this development on on-street car parking from an amenity point of view.

The provided plans indicate that a secure and covered bicycle store will be provided on site, to promote sustainable transport options. The LHA note that the site is sustainably located within the centre of Worthing, within proximity to nearby shops and services.

Conclusion

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 condition should be applied:

Cycle parking
No part of the development shall be first occupied until covered and secure cycle parking spaces have been provided in accordance with the approved plan.
Reason: To provide alternative travel options to the use of the car in accordance with current sustainable transport policies.

Southern Water:

Insufficient Information provided
Construction of the development shall not commence until details of the proposed means of foul water drainage disposal have been submitted to and approved in writing by the Local Planning Authority in consultation with Southern Water.
Existing Gravity Sewer - tree, buildings, assets within stand-off distance
The 225 mm diameter gravity sewer requires a clearance of 3 metres on either side of the gravity sewer to protect it from construction works and to allow for future maintenance access.
No development or tree planting should be carried out within 3 metres of the external edge of the public gravity sewer without consent from Southern

Water. All existing infrastructure should be protected during the course of construction works. Please refer to:
https://www.southernwater.co.uk/media/st5orjvm/stand-off-distances.pdf

Condition

In order to protect public sewers, Southern Water requests that if consent is granted, the following condition is attached to the planning permission; The developer must agree with Southern Water, prior to commencement of the development, the measures to be taken to protect the public sewers.

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.

Condition

We request that should this application receive planning approval, the following condition is attached to the consent: Construction of the development shall not commence until details of the proposed means of surface water run off disposal in accordance with Part H3 of Building Regulations hierarchy as well as acceptable discharge points, rates and volumes have been agreed by the Lead Local Flood Authority, in consultation with Southern Water.

For further advice, please contact Southern Water, Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX (Tel: 0330 303 0119)

Website: southernwater.co.uk or by email at:
SouthernWaterPlanning@southernwater.co.uk

UK Power Networks

Originally objected to the application but following comments from the applicant they have the following comments:

The proposed development is in close proximity to our substations and we have the following observations to make:

If the proposed works are located within 6m of the substation, then they are notifiable under the Party Wall etc. Act 1996.
The Applicant should provide details of the proposed works and liaise with the Company to ensure that appropriate protective measures and mitigation solutions are agreed in accordance with the Act.
The Applicant would need to be responsible for any costs associated with any appropriate measures required.
Any Party Wall Notice should be served on UK Power Networks at its registered office: UK Power Networks, Newington House, 237 Southwark Bridge Road, London SE1 6NP.
Our engineering guidelines state that the distance between a dwelling of two or more stories with living or bedroom windows overlooking a distribution substation should be a minimum of ten metres if the transformer is outdoor, seven metres if the transformer has a GRP surround or one metre if the transformer is enclosed in a brick building.
It is a recognised fact that transformers emit a low level hum which can cause annoyance to nearby properties. This noise is mainly airborne in origin and is more noticeable during the summer months when people tend to spend more time in their gardens and sleep with open windows. A problem can also occur when footings of buildings are too close to substation structures. Vibration from the transformer can be transmitted through the ground and into the walls of adjacent buildings. This, you can imagine, is very annoying, In practice there is little that can be done to alleviate these problems after the event. We therefore offer advice as follows:
1. The distance between buildings and substations should be greater than seven metres or as far as is practically possible.
2. Care should be taken to ensure that footings of new buildings are kept separated from substation structures.
3. Buildings should be designed so that rooms of high occupancy, i.e. bedrooms and living rooms, do not overlook or have windows opening out over the substation. Minimum distance for this should be at least 10m.
4. If noise attenuation methods are found to be necessary, we would expect to recover our costs from the developer. Other points to note:
5. UK Power Networks require 24 hour vehicular access to their substations. Consideration for this should be taken during the design stage of the development.
6. The development may have a detrimental impact on our rights of access to and from the substation. If in doubt please seek advice from our Property and Consents team at Barton Road, Bury St Edmunds, Suffolk, IP32 7BG.

7. No building materials should be left in a position where they might compromise the security of the substation or could be used as climbing aids to get over the substation surround.
8. There are underground cables on the site associated with the substation and these run in close proximity to the proposed development. Prior to commencement of work accurate records should be obtained from our Plan Provision Department at UK Power Networks, Fore Hamlet, Ipswich, IP3 8AA.
9. All works should be undertaken with due regard to Health & Safety Guidance notes HS(G)47 Avoiding Danger from Underground services. This document is available from local HSE offices. Should any diversion works be necessary as a result of the development then enquiries should be made to our Customer Connections department. The address is UK Power Networks, Metropolitan house,. Darkes Lane, Potters Bar, Herts, EN6 1AG

Worthing Society : No objections.

Adur & Worthing Councils:

The Environmental Health Officer (Public Health) following extensive consultation and the submission of a noise assessment:

The report concludes "On the basis of the measured data and the assumptions set out above, the indicative calculations suggest that the stated internal airborne noise level criteria can be achieved. This is subject to the mitigation being installed as described."

On this basis I have no further objections. I would however recommend that the acoustic consultant carries out a test following completion of the works in order to confirm the internal criteria have been met and if not, further mitigation is provided in order to achieve the criteria.

Drainage Consultants 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**.

Representations

None received

Relevant Planning Policies and Guidance

Worthing Local Plan 2020-2036 (WBC 2023): Policies:
SP1 (Presumption in Favour of Sustainable Development)
SS1 (Spatial Strategy)
DM1 (Housing Mix)
DM2 (Housing Density)
DM5 (Quality of the Built Environment)
DM11 (Protecting and Enhancing Employment Sites)

DM13 (Retail and town centre uses)
DM15 (Sustainable Transport and Active Travel)
DM16 (Sustainable Design)
DM17 (Energy)
DM20 (Flood Risk and Sustainable Drainage)
DM22 (Pollution)
DM24 (The Historic Environment)

National Planning Policy Framework (MHCLG 2026)
National Planning Practice Guidance
SPD 'Space Standards' (WBC 2012)
SDP 'A Guide to Residential Development' (WBC 2013)
CIL Charging Schedule (Aug 2021)

Planning Assessment

Principle of Development

Policy S4(1) of the NPPF states that development proposals within settlements should be approved unless the benefits of doing so would be substantially outweighed by any adverse effects, when assessed against the national decision-making policies of the Framework.

The adopted Development Plan comprises the Worthing Local Plan 2023 (WLP) and relevant supporting documents.

DM1 of the WLP states, amongst other things says that: a) In order to deliver sustainable, mixed and balanced communities, the Council will expect all applications for new housing to consider the most up-to-date evidence of housing needs and demands.

DM2 states amongst other things that development must make the most efficient use of land taking into account site context and character including any heritage assets, achieve high quality design not have a detrimental impact on the amenities of adjoining neighbours and meet the nationally described space standards.

DM5 requires all development to be of high architectural design and respect the character of the area and neighbours.

DM11 seeks to protect key employment areas and key office areas and changes of use will only be allowed in exceptional circumstances

DM13 relates to town and local centres and changes of use will be carefully controlled to ensure that they support, rather than detract from the Town Centre.

The site has been vacant for a number of years, and part of the building has previously been used for storage in association with the retail premises on the frontage. The building, particularly at the northern part of the site is thought to have originally been a separate cottage.

The retail unit on the front has retail at ground floor and potential for storage at first floor. The application site is separated from the retail unit and any link between them has been removed. As indicated above the site is not within the town centre but is within an office location. There is no history of the building being used for offices.

The planning site history has agreed residential on this site albeit with the retention of some storage area for the retail unit.

The site is on the edge of a mixed commercial and residential area. The creation of a residential unit is acceptable in principle in this sustainable location; the proposal retains the commercial unit on the street frontage which can be serviced from the front. The application building is not known to have been in offices in the past as such the proposal would not have an impact on policies DM11 and DM13 of the Worthing local plan.

The effect on the character and appearance of the Conservation Area

The starting point is whether the development would preserve or enhance the character or appearance of the Conservation Area.

No. 8 Shelley Road is identified as a local interest building. It is not known whether the attached buildings to the rear were intended to be included as they have no separate address point. The stores date from the 18th or early 19th Century.

The application proposes converting the building to the rear which includes a former small cottage with limited elevation changes. The building owing to its position to the rear of No.8 has limited presence in the street scene it is nevertheless indicative of the historic grain of development which characterises the Conservation Area. Although there are no records of when the former cottage was last occupied as a dwelling its humble origins are evident from the floor plan and its remaining features are of some historical interest and would generally be retained.

The western side of the building is visible from the twitten to which it abuts. Several new windows have been inserted into the building. The new windows are grey UPVC grain effect sash windows which are generally set into existing window reveals, previous windows appear to be a similar dark colour with some sash windows and a timber door. There has been making good of the existing wall with cobbles and brickwork with a patched effect that has been part of the building since at least 2018. There are limited views of the eastern side of the building due to existing walling and its internal nature. The replacement windows and continued patched effect of the brickwork ensure

that the building remains in character. A condition for the submission of materials to provide for consistency across the building would be appropriate. The proposal would preserve the conservation area.

Residential amenity – future occupants

Policy DM2 of the WLP indicates 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 application proposes a 3-bedroom dwelling, two of the bedrooms are single bedrooms and the unit is therefore a 4-person dwelling, All the bedrooms meet the minimum standard set out with the Technical Housing Standards. The gross internal floor area of the proposed unit is 111sqm, which exceeds the minimum requirements for a three bedroom 4 person unit (84sqm). There is restricted height at first floor but due to the additional floor area it is considered an acceptable head height is maintained for the dwelling overall. The lounge area on the ground floor provides a good area of amenity in terms of natural daylight and outlook with doors to an east facing courtyard. The bedrooms all have natural light and outlook. The site is in an urban location with residential and commercial development surrounding the site.

There is external amenity space of approx. 50sqm, although this is below the 85sqm required for a 3-bedroom semi, the site is within the town centre and gardens/courtyards tend to be small. The area is fixed and provides some outdoor space in this urban location as well as providing bike and bin store.

The site is within a built-up dense development within a range of two and three-storey housing. The building generally makes use of existing openings and this does mean that both existing windows and the outside space will be overlooked from existing adjoining properties, however in this urban context and to bring a building back into residential purposes taking into account previous residential permissions on this site it is considered on balance this would not be a sustained reason for refusal.

The site is situated between a shop and a sub-station both of which have been identified as having potential for noise nuisance for potential occupants. A noise assessment has been carried out and a number of features and inclusions have been added to the scheme as set out above to ensure that there is not a noise issue. Environmental Health has no objections subject to the implementation of the recommendations of the noise report and UK power have set out a number of conditions and recommendations.

On balance it is considered that the dwelling would provide an adequate standard of accommodation. Due to the constrained site and limited outside amenity space, a condition restricting extensions and outbuildings is considered appropriate.

Residential amenity – effect on existing dwellings

The existing buildings to the rear of No. 8 are currently overlooked by windows in the rear of the terraced properties in Portland Road. The latter are predominantly 3-storey character buildings. The properties, several of which have been sub-divided into flats, have been extended and altered at the rear with various accretions and outriggers to differing depths. The outrigger to No. 65 extends considerably further westwards on three floors compared to No. 63 and the rear of No. 6 Shelley Road to the south. The windows to the proposed dwelling are largely existing and on the first floor would be to bedrooms and an en-suite. The outrigger of No 65 has a number of windows in its west elevation and would be within close proximity of the windows of No 65 therefore having a potential for inter-looking between the properties. The window relationship would not however be direct with windows being at an angle to each other.

There are 3 windows in the flank wall of No. 10 Shelley Road which face onto the blank side wall of No. 8 (shop unit). The nearest window within the proposed development (west elevation) is to a bathroom, the proposed bedroom window would be at a distance from this property. The proposed bedroom window in the first-floor of the dwelling would be ‘off-set’ from these windows and will overlook the rear curtilage of No. 26 Grafton Road. There are no first-floor windows in the nearest part of the north elevation of No. 10 and first-floor and second-floor windows in the rear (east) wall of No. 26 are approximately 10 m in distant. Although the bedroom window in will overlook the rear windows of No. 26, less weight is afforded to the effect of overlooking this property in view of its commercial use as offices and would not give rise to an unacceptable degree of overlooking.

The site is within a tight urban context with significant buildings and structures which currently restrict light and prospect and create inter-looking between properties. There have been previous permissions for dwellings and extension to the store buildings and a new dwelling. Considering the existing windows and bringing back a heritage building into habitable accommodation on balance the proposal is considered to be acceptable and would not have a detrimental impact on neighbouring properties to warrant refusal on this aspect.

Highway Safety

There is no on-site parking at present, and none is proposed. The site is located within the Controlled Parking Zone where on-street parking is enforced. Although no on-site parking provision is available for the proposed dwellings, the site is sustainably located, accessible to the services and facilities of the town centre and within walking distance of Worthing rail station and nearby bus routes.

Cycle storage provision is shown and can be conditioned

Sustainable Development

The proposal will repurpose and convert the building and with its conversion comply where appropriate with up-to-date sustainability standards taking into account its heritage status. An EPC C will be required upon completion as required by policy DM16 unless it can be demonstrated that heritage limitations mean that this would not be possible.

Flooding and Drainage

A Flood Risk Assessment was submitted as part of the application. The site is within flood Zone 1, no flooding plus climate change has been identified and the site is not shown as an area for potential flooding on the Government flood maps.

Southern Water have identified that details of soakaways, surface water and foul water drainage have not been submitted as part of the application and requested appropriate conditions to provide the details.

CIL

The site would be subject to CIL

Recommendation

APPROVE Subject to conditions:

1. Drawing Numbers
2. Standard Time Limit
3. Details of materials
4. Agree boundary treatment
5. No additional or enlarged window or openings
6. Agree surface and foul water drainage
7. Hours of construction
8. Refuse and Waste
9. Cycle store provision and retention
10. In accordance with noise report and post completion test
11. Obscure glazing to bathrooms
12. Remove pd for extensions
13. EPC C to be provided.

Informative
The Local Planning Authority has acted positively and proactively in determining this application by identifying matters of concern within the application (as originally submitted) and negotiating, with the Applicant, acceptable amendments to the proposal to address those concerns. As a result, the Local Planning Authority has been able to grant planning permission for an acceptable proposal, in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Expiry Date - 27/10/2025

New Address
Party wall Act
CIL
Uk power comments

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

Case Officer: Jackie Fox Date: 09.09.26

Authorised by: Louise Prew Date: 21/10/2026