

Planning Services, Adur & Worthing Councils

Portland House,
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Worthing,
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BN11 1HS

Tel : 01903 221065
websites : www.adur.gov.uk or www.worthing.gov.uk
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Application for a Non-Material Amendment Following a Grant of Planning Permission

Town and Country Planning Act 1990 (as amended)

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	25
Suffix	
Property Name	St Marys Church Hall
Address Line 1	East Street
Address Line 2	
Address Line 3	West Sussex
Town/city	Shoreham-by-sea
Postcode	BN43 5ZD

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

Easting (x)	Northing (y)
521658	105073

Description

Applicant Details

Name/Company

Title

Mr

First name

M.

Surname

Farrell

Company Name

Empire Land & Homes Ltd.

Address

Address line 1

c/o agent

Address line 2

c/o agent

Address line 3

c/o agent

Town/City

c/o agent

County

c/o agent

Country

c/o agent

Postcode

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant 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

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Eligibility

Does the applicant have an interest in the part of the land to which this amendment relates?

- ☒ Yes
- ☐ No

If the applicant is not the sole owner, has notification under Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) been given?

- ☐ Yes
- ☐ No
- ☒ Not applicable

Description of Your Proposal

Please provide the description of the approved development as shown on the decision letter

CHANGE OF USE OF TO PROVIDE A MIXED USE WITH A NEW CHURCH/COMMUNITY HALL AND PARISH OFFICE, AND 7 NO. RESIDENTIAL UNITS (COMPRISING 5 HOUSES AND 2 FLATS). INCLUDES PARTIAL DEMOLITION AT REAR, REPLACEMENT ROOF AND NEW REAR ROOF EXTENSIONS, REAR EXTENSION, NEW GLAZING AND DOOR/WINDOW OPENINGS AND REMOVAL OF SHOPFRONTS

Reference number

AWDM/0082/26

Date of decision

15/04/2026

What was the original application type?

Full planning permission

For the purpose of calculating fees, which of the following best describes the original development type?

- ☐ **Householder development:** Development to an existing dwelling-house or development within its curtilage
- ☒ **Other:** Anything not covered by the above category

Non-Material Amendment(s) Sought

Please describe the non-material amendment(s) you are seeking to make

1. New door to be formed below existing window lintol giving access to bicycle and bin store from New Road sidewalk.

2. Blocking of landing window to East elevation of New Road stair enclosure

3. Windows to 2nd Floor Rear elevation for Apartment B bedrooms reduced in size.

Please state why you wish to make this amendment

1. To provide more convenient access for building users.

2. To comply with Building Regulations Approved Document Guidance.

3. To comply with Building Regulations Approved Document Guidance.

Are you intending to substitute amended plans or drawings?

- ☒ Yes
- ☐ No

If yes, please complete the following details

Old plan/drawing numbers

1094(20)000A Existing Ground Floor Plan

1094(20)001A Existing First Floor Plan

1094(21)000E Proposed Ground Floor Plan

1094(31)000E Proposed Elevations

1094(31)001E Proposed Elevations

New plan/drawing numbers

1094(20)000A Existing Ground Floor Plan

1094(20)001A Existing First Floor Plan

1094(21)000G Proposed Ground Floor Plan

1094(21)001F Proposed First Floor Plan

1094(31)000G Proposed Elevations

1094(31)001F Proposed Elevations

1094(31)002 New Road Stair Elevations

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- ☒ Yes
- ☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ☒ The agent
- ☐ The applicant
- ☐ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- ☒ Yes
- ☐ No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

PREAPP/0072/25

Date (must be pre-application submission)

11/07/2025

Details of the pre-application advice received

General

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
- ☒ No

Declaration

I/We hereby apply for Non-Material Amendment 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

Willow Architects

Date

23/07/2026