



Local Policing Service Improvement & Engagement Department

Your Ref: AWD/0637/26 Our Ref: LM/WOR/26/04A Date 1st June 2026

Contact Name: Lee Melbourne

Dear Ms Prew,

RE: 34 Lyndhurst Road Worthing West Sussex BN11 2DF

Thank you for your correspondence of the 1st of June, advising me of a planning application for a change of use of part ground floor and first floor from retail (Use Class E) to small house in multiple occupation (Use Class C4); roof extension including rear dormer and front roof lights at the above location, for which you seek advice from a crime prevention viewpoint.

The National Planning Policy Framework demonstrates the government's aim to achieve healthy, inclusive, and safe places which are safe and accessible, so that crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion – for example through the use of attractive, well-designed, clear, and legible pedestrian and cycle routes, and high-quality public space, which encourage the active and continual use of public areas.

Although the level of crime and anti-social behaviour in Adur & Worthing district is average as indicated within Police.uk additional measures to mitigate against any identified local crime trends and site-specific requirements should always be considered.

I note that this application is a revised proposal from the previously refused application AWD/1250/25.

I have had the opportunity to examine the detail within the application and in an attempt to reduce the opportunity for crime and the fear of crime I offer the following comments.

Ms Prew
Planning Officer
Adur & Worthing Councils,
Development Management,
Economy Directorate, Portland House,
44 Richmond Road, Worthing,
West Sussex, BN11 1HS

Sussex Police Headquarters
Malling House, Malling, Lewes, East Sussex, BN7 2DZ

Residential:

Historically there are cases where houses of multiple occupancy (HMO'S) have given rise to instances of anti-social behaviour (ASB). To reduce the risk of this occurring there will need to be stringent management control of tenancies. This could be implemented as a condition of planning.

From a crime prevention perspective consideration should also be given to the implementation of the following security measures:

The front access door to the HMO will be subject to heavy and prolonged use so needs to be fit for purpose. It will also be very important that access control is implemented into the design and layout to ensure control of entry is for authorised persons only. Tradesperson or timed-release mechanisms are not advised as they have been proven to be the cause of antisocial behaviour and unlawful access to communal developments.

Each bedroom door to the HMO must be a fire rated (FD30 or higher) door with a minimum lock certificated to (BS8621) or (PAS 8621), fitted with a minimum of two hinge bolts or hinges with a similar integral facility to ensure protection in the event of a hinge failure following a criminal attack. The bedroom doors must be installed with a securely fixed robust planted stop, door chain and door viewer.

I recommend the postal arrangements for the HMO is through the wall, or external or lobby mounted secure post boxes. I strongly urge the applicant not to consider letter apertures within the front doors of the individual rooms. The absence of the letter aperture removes the opportunity for lock manipulation, fishing and arson attack and has the potential to reduce unnecessary access to the block.

Due to the potential array of tenant type that may be accommodated within this property I have some concerns about the potential vulnerabilities different client groups may have.

I would therefore ask that there is a degree of recognition with regards to this concern and that it is acknowledged and reflected within management plans.

I would also ask that management teams have the ability to signpost any vulnerable tenants to access services to ensure that safe-guarding measures are maintained.

With regards to any proposed cycle parking - research by the 'Design against Crime Centre' suggests that cyclists should be encouraged to lock both wheels and the crossbar to a stand rather than just the crossbar and therefore a design of cycle stand that enables this method of locking to be used is recommended. The minimum requirements for such equipment are as follows: • Galvanised steel bar construction (minimum thickness 3mm), filled with concrete; • Minimum foundation depth of 300mm with welded 'anchor bar'.

It is also the developer or developer's agent's responsibility to inform the Responsible Person(s), Fire and Rescue Service and Building Control of any bicycle storage facilities and/or other areas that may require the charging and storage of Lithium-ion powered vehicles or devices, within buildings or the wider site footprint, to ensure that the necessary fire suppression measures for the charging and storage of lithium-ion powered vehicles have been considered and specified.

Although video surveillance systems (VSS) are not a solution to all security problems it can help deter criminals and assist with the identification of offenders after a crime has been committed.

Should the applicant decide to use CCTV it is important to read the Information Commissioners Office (ICO) advice on domestic CCTV systems – guidance for people using CCTV.

Further information can be found on the Information Commissioners Office via the following link:

[ICO Domestic CCTV systems](#)

If not having done so already - the applicant and their partners are also **strongly advised** to consult directly with the fire service with regards to these proposed changes to discuss a fire risk assessment as they may have some of their own requirements to be implemented into the premises before occupation can take place.

Commercial:

With regards to the commercial aspect of this application – from a crime prevention perspective consideration should be given to the siting of an intruder alarm to protect the premises out of hours.

Although video surveillance systems (VSS) are not a solution to all security problems it can help deter criminals and assist with the identification of offenders after a crime has been committed.

Should CCTV be a consideration the following documents will be of assistance to the applicant:

CCTV guidance for police requirements: [HO \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

CCTV at Commercial Business <https://www.gov.uk/can-i-use-cctv-at-my-commercial-premises>

[CCTV | Search | Information Commissioner's Office \(ico.org.uk\)](#)

Thank you for giving me an opportunity to offer comments in response.

The Crime & Disorder Act 1998 heightens the importance of taking crime prevention into account when planning decisions are made. Section 17 of the Act places a clear duty on both police and local authorities to exercise their various functions with due regard to the likely effect on the prevention of crime and disorder. You are asked to accord due weight to the advice offered in this letter which would demonstrate your authority's commitment to work in partnership and comply with the spirit of The Crime & Disorder Act.

Yours sincerely

**Miss Lee A Melbourne
Designing Out Crime Officer
Local Policing Service Improvement & Engagement Department
Sussex Police Headquarters**

Sussex Police Headquarters
Malling House, Malling, Lewes, East Sussex, BN7 2DZ