WORTHING BOROUGH COUNCIL

Mr Haydn Jones
Saville Jones Architects
74 Victoria Road
Worthing
BN11 1UN
United Kingdom

PLANNING PERMISSION

TOWN AND COUNTRY PLANNING ACT 1990
TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) (AMENDMENT) (ENGLAND) ORDER 2015

APPLICATION NUMBER: AWDM/0891/25

Details of Development
CHANGE OF USE FROM OFFICES ONLY (USE CLASS EGI) TO COMMUNITY USE / OFFICES (USE CLASS E) INCLUDING ERECTION OF GLAZED SINGLE STOREY FRONT EXTENSION; TWO-STOREY REAR EXTENSION FOR LIFT; FENCING TO ENCLOSED SENSORY GARDEN; ALTERATIONS TO FENESTRATION; TERRACE AND BALUSTRADE; MOBILITY SCOOTER STORE AND PHOTOVOLTAIC PANELS ON ROOF

Location of Development
SAXON HOUSE LITTLE HIGH STREET WORTHING WEST SUSSEX

In pursuance of their powers under the above-mentioned Act and Order the Council hereby notify you that they PERMIT the above development, in accordance with the application and relevant correspondence registered on 25th July 2025.

This is for reasons stated on the schedule overleaf and subject to compliance with the conditions specified thereon.

G Peck

Gary Peck
Head of Planning & Development
14/11/2025

Adur & Worthing Councils, Development Management, Place Directorate,
Worthing Town Hall, Chapel Road, Worthing, West Sussex, BN11 1HA
Tel: 01903 221065 Email: planning@adur-worthing.gov.uk
Web: www.adur-worthing.gov.uk

Ref: AWDM/0891/25

SCHEDULE

Conditions

01. The development hereby permitted shall be carried out in accordance with the following approved plans unless specified otherwise in a subsequent condition imposed on this decision notice.

Reference/Drawing Number	Version	Date Rec
REPLACEMENT DOORS - SHEET 1 OF 5	SK48	25.07.2025
REPLACEMENT DOORS - SHEET 2 OF 5	SK49	25.07.2025
REPLACEMENT DOORS - SHEET 3 OF 5	SK50	25.07.2025
REPLACEMENT DOORS - SHEET 4 OF 5	SK51	25.07.2025
REPLACEMENT DOORS - SHEET 5 OF 5	SK52	25.07.2025
HOLLAND HOUSE HERITAGE DESIGN & ACCESS STATEMENT	25001 REV A	25.07.2025
LOCATION PLAN	1:1250	25.07.2025
PROPOSED ELEVATIONS 1 OF 2	SK33C	25.07.2025
PROPOSED ELEVATIONS 2 OF 2	SK34C	25.07.2025
PROPOSED GROUND FLOOR PLAN	SK36C	25.07.2025
PROPOSED FIRST FLOOR PLAN	SK37A	25.07.2025
EXISTING SITE PLAN & BLOCK PLAN	SK38	25.07.2025
PROPOSED SITE PLAN & BLOCK PLAN	SK39	25.07.2025
EXISTING ROOF PLAN	SK40	25.07.2025
EXISTING GROUND FLOOR PLAN	SK41	25.07.2025
EXISTING FIRST FLOOR PLAN	SK42	25.07.2025
EXISTING ELEVATIONS 1 OF 2	SK43	25.07.2025
EXISTING ELEVATIONS 2 OF 2	SK44	25.07.2025
PROPOSED ROOF PLAN	SK45	25.07.2025

Reason: *For the avoidance of doubt and in the interests of proper planning.*

02. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: *To comply with Section 91 of the Town and Country Planning Act 1990.*

03. No development, except site preparation and groundworks, shall be carried out unless and until a schedule of all proposed materials and finishes to be used (including windows, doors and balustrades) and roof of the extensions including sections to show the connection of the extension and sunroom to the existing building have been submitted to and approved in writing by the Local Planning Authority and the development shall be completed in accordance with the approved schedule and retained as such thereafter.

Reason: *In the interests of visual amenity and to comply with policies DM5 and DM24 of the Worthing Local Plan.*

04. (1) No development or preliminary groundworks of any kind shall take place until a programme of archaeological monitoring has been secured in accordance with a Written Scheme of Investigation which has been submitted and approved by the Local Planning Authority. Once approved the ground works and construction shall only be carried out in accordance with the approved WSI.

(2) The applicant will submit a final archaeological report or (if appropriate) a Post Excavation Assessment report for approval by the Local Planning Authority. This shall be submitted within 6 months of the date of completion of the archaeological fieldwork unless otherwise agreed in advance by the Local Planning Authority. A professional team of qualified and accredited archaeological contractors should undertake the work. The work will consist of the archaeological monitoring of any groundworks associated with the development, including (but not limited to) any foundation trenches, service trenches or soakaways.

Reason: *In the interest of recording archaeological finds in accordance with policy DM24 of the Worthing Local Plan.*

05. No primary cooking of food shall take place within the premises. Only pre-cooked food shall be warmed and/or re-heated on the premises by means of a microwave oven, panini grill, jacket potato oven or soup kettle. No other means of warming or re-heating pre-cooked food shall take place on the premises unless details of the appliance/equipment have been submitted to and approved in writing by the Local Planning Authority in an application on that behalf.

Reason: *To safeguard the amenities of the occupiers of nearby properties owing to the absence of any means of ventilation for the extraction and disposal of cooking odours from the premises, having regard to policies DM5 and DM22 of the Worthing Local Plan.*

06. The mobility scooter store shall be completed in full prior to the use of any of the extensions hereby permitted

Reason: *In the interests of visual amenity and to provide space for alternative means of transport in accordance with policy DM15 of the Worthing Local Plan 2023.*

07. The solar panels, hereby approved, shall be positioned parallel with the roof.

Reason: *In the interests of visual amenity and to comply with policies DM5 and DM24 of the Worthing Local Plan 2023.*

08. No development shall take place unless and until there has been submitted to and approved in writing by the Local Planning Authority a detailed scheme of hard and soft landscaping in accordance with the approved plans, which shall include details of species any and measures for the protection of the retained trees and hedges during the course of development. For avoidance of doubt, all the trees shown as retained on the approved plans shall be retained and protected thereafter. All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding seasons following the occupation of the buildings or the completion of the development, whichever is the sooner. Any trees or plants which, within a period of 5 years from the completion of the development, die, are removed or become seriously damaged or diseased, shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent to any variation. All hard landscaping shall be provided prior to the occupation of the development hereby permitted.

Reason: *In the interests of amenity and of the environment in accordance with policies DM5 and DM19 of the Worthing Local Plan.*

09. The sunroom and terrace hereby permitted shall not be occupied until the existing south-eastern access to the site has been stopped up permanently and obliterated (including any necessary highway kerbing, footway or verge reinstatement) in accordance with details to be submitted to and approved in writing by the Local Planning Authority.

Reason: *In the interests of highway safety.*

Informatives / Notes to Applicant

01. 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.

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YOUR ATTENTION IS DIRECTED TO THE FOLLOWING NOTES FROM THE ABOVE ORDER. THEY ARE FOR INFORMATION ONLY AND DO NOT PRETEND TO SET OUT THE WHOLE OF THE LAW ON THE SUBJECT. IT WOULD BE WELL FOR YOU TO CONSULT YOUR SOLICITOR IF YOU ARE IN ANY DOUBT

Appeals to the Secretary of State

1. If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990.

2. If the decision relates to a householder application or minor commercial application, and you want to appeal, then you must do so within 12 weeks of the date of this notice. If the decision relates to express consent for the display of an advertisement, then you must do so within 8 weeks of the date of this notice. If the decision relates to a non-householder application, an appeal must be lodged within 6 months of the date of the decision notice. Appeals must be made using a form which you can get from the Secretary of State at Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN (Tel: 0303 444 5000) or online at https://www.gov.uk/appeal-planning-decision.

3. The Secretary of State can allow a longer period for giving notice of an appeal, but he will not normally be prepared to use this power unless there are special circumstances, which excuse the delay in giving notice of appeal.

4. The Secretary of State need not consider an appeal if it seems to him that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.

5. In practice, the Secretary of State does not refuse to consider appeals solely because the local planning authority based their decision on a direction given by him.

Purchase Notices

6. If either the local planning authority or the Secretary of State refuses permission to develop land or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted. In these circumstances, the owner may serve a purchase notice on the District Council in whose area the land is situated. This notice will require the Council to purchase his interest in the land in accordance with the provisions of Part VI of the Town and Planning Act 1990.

7. Where this notice conveys approval or permission, conditional or unconditional, please note that the decision given does not purport to convey any consent or approval which may be required under the Building Act and Building Regulations, or any other legislation.

Reduced time for making a planning appeal where enforcement action is being taken

Where an enforcement notice has been served in relation to the same, or substantially the same, development as in the planning application no earlier than 2 years before the date the application was made, the period for receiving a planning appeal is within 28 days of the date on the planning application decision notice or of the date by which the LPA should have decided the application.

However, the LPA may formally decline to determine a retrospective planning application for permission for any development contained within a pre-existing enforcement notice served on or after 6 April 2012, where that notice was issued before the application was received by the LPA (see above). There is no right to make a planning appeal in such circumstances.

Where an enforcement notice was served in relation to the same, or substantially the same, development after the decision notice on the application was issued or after the end of the period the LPA had to determine the application, the period for receiving a planning appeal is within 28 days of the date the enforcement notice was served (unless this would extend the period beyond the normal 12 weeks or 6 months deadline).