Expiry Date - 24/07/2025
Extension of Time – 13/01/2026

Development Management – Delegated Officer Report

Application Number: AWDM/0408/25 Recommendation: – APPROVE

Site: 169 Brighton Road Worthing West Sussex

Proposal: Conversion of existing 3 flats to form 5 flats with side facing rooflights and rear window

Date of Site Visit: 17.06.25

Neighbours Checked: Y

Additional Neighbours Notified: N

Site and Surroundings

The site comprises an end of terrace property on the corner of Brighton Road and Windsor Road. It is a characterful building currently painted a salmon, pink colour. The property has distinctive bays and window details.

The property is two storey with rooms in the roof space. There is a two storey outrigger to the rear with pitched roof.

There is an access driveway off Windsor Road with parking for several cars.

The side/front of the property is enclosed with fencing/ hedge which is used as an amenity area for the residents.

To the south of the site is the beach and to the north (rear) is the side elevation of No.1 Windsor Road, a large, detached property with rooms in the roof space.

West of the site is an adjoining terraced property and to the east a large two storey building in mixed use which is painted blue

Proposal

The application is for the conversion of the building from three flats to form 5 flats with external alterations.

The external alterations involve three roof light windows in the east roof slope of the outrigger and a further window in the rear wall of the north elevation of the outrigger.

The ground floor would comprise:

Flat 1 - 1 x 1 bedroom to the rear of the property 42.15sqm
Flat 2- 1 x 1 bedroom to the front of the property 46.43sqm

Both flats would be accessed from the eastern side with a joint lobby area

First Floor

Flat 3 – 1 x 1 bedroom to the rear of the property 46.9sqm
Flat 4 – 1 x 1 bedroom to the front of the property 44.3sqm

Roof space

Flat 5 – 1 x 1 bedroom 40sqm (35sqm of the overall floor space would exceed 2.3m floor to ceiling height.

The first and top floor units will be accessed via the existing staircase.

The application is accompanied by a Noise Assessment.

Relevant Planning History:

01/00426/ADV - Installation of individually applied non-illuminated logo lettering to east elevation
STATUS: Conditional Consent 11th June 2001.

03/00135/FULL - Change of use from an hotel to a single dwelling house
STATUS: 19th March 2003.

03/00934/FULL - Change of use of former Hotel to three self-contained residential units with alterations to implement the use
STATUS: Conditional Consent 25th September 2003.

AWDM/0895/15 - Retention of replacement boundary fence 1.65m high (retrospective).
STATUS: Application Permitted 14th August 2015.

Consultations

WSCC Highways

No alterations are proposed to the existing vehicular access arrangement. The proposed development is not anticipated to give rise to a material intensification of use of the existing vehicle access point.

The existing parking area is to be formalised with parking provision for six cars. The proposed car parking provision would be in accordance with WSCC Parking Standards for a development of this size and location. On-site turning appears achievable within the parking area, allowing cars to exit in a forward gear.

The site is situated in a sustainable location within walking/cycle distance of local services, amenities and public transport links. Cycling is a viable option in the area, and provision for secure cycle storage has been demonstrated for each of the proposed units.
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

From reviewing the submitted documents, if the applicant is proposing to use the existing connection, Southern Water will have no objections to the works proceeding

Adur and Worthing Councils

Environmental Health

The development site is along a busy road that has been identified by DEFRA as an important area for noise. Therefore they will need an acoustic scheme to protect the new flats from traffic noise.

I would recommend a Pro PG noise assessment to ensure the final acoustic scheme for the flat meets the Good internal noise levels for residential property set out in BS8233 2014 Guidance on Sound Insulation and Noise Reduction for Buildings.

The final acoustic scheme shall also consider ventilation and overheating, should windows have to be closed to meet the internal noise standards.

Officer response: The applicant submitted a noise report

Further comments from Environmental Health indicated that the MVHR and additional purge ventilation will work for the first floor rooms overlooking the road.

There are no EH objections to this scheme being approved

Drainage Consultant WSP

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

Neighbour Representations

None received

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

Planning Assessment:

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.

In terms of part (v) The applicant has indicated that the current flats require modernisation. The site is currently 2 x two bedroom flats and 1 x one bedroom flat. The ground floor is the only flat which has the potential for family accommodation and although the proposal would involve the loss of this two bedroom dwelling, its layout and shared front garden amenity area would not be particularly appropriate for a family. Although it would involve the loss of a potential family unit, the proposal would provide two additional units 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 on the edge of the town centre, the only external changes are to provide three roof light windows in the side elevation and a window to the rear which would not impact on the character of the building or area generally.

The increase in dwellings in this mixed area of accommodation would not have a detrimental impact on the overall character of this residential area.

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 doorways and staircases.

All flats would comply with the nationally described space standards.

In relation to the layout of the flats and daylight and sunlight. All flats have good daylight and sunlight to all room and storage is provided. A large storage area within the roof space of the outrigger which would be lit by the proposed roof light windows which would be available for top flat.

The top floor flat is within the roof space and would create 1 bed x 1 person unit with internal areas exceeding the minimum requirements for such in the NDSS. In addition, although contained in the roof space some 35sqm of the overall floor area would exceed 2.3, floor to ceiling height providing more than 75% of the floorspace complying with paragraph 10 (i) of the NDSS. The flat would be triple aspect with a large number of existing windows

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.

Communal external amenity space would be provided as well as cycle parking and refuse space in the side curtilage.

With regards to noise, the Environmental Health Officer had originally raised concerns that there was potential for unacceptable noise for future occupants from the road. An acoustic report was submitted for the flats.

The report showed that based on the measured ambient and maximum noise levels the predicted internal ambient noise levels within habitable rooms with partially open windows used to prevent overheating, the side windows would be acceptable but the front windows would require additional glazing and mechanical means of cooling.

This has been agreed by the applicant and the window specification to be in accordance with the agreed details can be dealt with by condition.

Residential amenity – effect on existing dwellings

The proposal involves three new roof light windows to the east roof slope and a further window in the rear wall also within the roof space. These windows would light a storage area within the roof space.

The non- habitable windows to the east elevation roof space would not cause any additional detrimental overlooking of adjoining properties. The proposed window in the north elevation has potential for overlooking of neighbouring windows to the south side of No 1 Windsor Road which has a number of windows in the southern elevation. The window would however be non-habitable and set off the boundary, there are also already windows in this elevation within a similar proximity on the neighbouring property which would have greater 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.

Access and Car parking

The property has a crossover onto the Windsor Road and there is hardstanding for several cars to the side/rear of the property.

The existing parking area is to be formalised with parking provision for six cars. The proposed car parking provision would be in accordance with WSCC Parking Standards for a development of this size and location with on site turning.

The application also proposes secure cycle storage for each of the proposed units. The installation prior to occupation will be required by condition.

The LHA have not raised any objections

The site is situated in a sustainable location within walking/cycle distance of local services and amenities.

Drainage and Flooding

The Government's Flood Maps for Planning indicates that the site is situated on the periphery of Flood Zone 3 where land and property have a medium probability of flooding.

WSP have raised no objections.

Southern Water have raised no objections

Sustainable Construction

Policy DM16 sets out a number of ways that developments should work towards zero carbon development. The application is within a sustainable location and repurposes space within an existing building which is efficient. Works to the building include additional glazing to the front elevation and ventilation. A condition requiring that all units meet an EPC rating of at least a C will be attached.

Recommendation

APPROVE subject to Conditions:-

1. Drawing Numbers
2. Standard Time
3. In accordance with the noise report
4. Hours of construction
5. Cycle storage to be implemented prior to occupation
6. Minimum EPC C

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.

Party wall act

New Address

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

Case Officer: Jackie Fox Date: 07.01.26

Authorised by: Louise Prew Date: 07/01/2026