

05.03.2026

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P Barnett Esq.
Principal Planning Officer
Adur and Worthing Councils
Portland House
44 Richmond Road
Worthing
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Dear Mr Barnett,

**Old Town Hall, Shoreham: applications AWDM/2136/20 and 2138/20.
Planning Condition 3 and 5 – Discharge Application**

Please find attached documents relating to the discharge of planning condition 3 and 5 which is as follows:

03. No development shall take place until details of the proposed external balustrade, windows, doors, flues, vent tiles, solar panels and rooflights have been submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be carried out in accordance with the approved details.

A point to note with regards to planning condition 3, is that here are **no** external balustrades proposed for the development and **no** solar panels are currently proposed.

All stained glazed windows within existing metal framed windows are to be restored and refurbished by a specialist. These are windows are UGF-EW3 (not stained but Crittall metal framed to be refurbished), UGF-EW4, UGF-EW5, UGF-EW6, FF-EW3, FF-EW4, FF-EW5, F1, EW6.

FF-EW1 and FF-EW2 are to be new Crittall system windows to match existing profiles but will have an internal mechanism (non-visible from the exterior) to operate as an AOV.

Windows B1-EW1, B1-EW2, B1-EW3, B1-EW4, B1-EW5, B1-EW6, B1-EW7, B1-EW8, UGF-EW1, UGF-EW2, UGF-EW7, F1-EW1, F1-EW2, F1-EW3, F1-EW4, F1-EW5 (to be obscured), F2-EW1, F2-EW2, F2-EW3, F2-EW4, F2-EW5, F2-EW6, F2-EW7 are to be 45mm heritage aluminium windows.

LGF-EL1, LGF-EL2 are to be aluminium louvers system to provide ventilation to the bike and bin stores.

Windows M1-EW4, M2-EW1, M3-EW1, M3-EW2, M3-EW3 and M4-EW1 are existing timber windows located on the north elevation and are to be retained.

Refer to associated drawings C2022 (21)01-Proposed North Elevations P1, C2022 (21)02-Proposed West Elevations P1, C2022 (21)03-Proposed South and East Elevations P1, C2022 (31)08 PCD3 - FF-EW1-2 P1, C2022 (31)09 PCD3 - Aluminium Heritage 01 P1, C2022 (31)10 02 PCD3 - Aluminium Heritage P1, C2022 (31)11 PCD3 - LGF-EW1-2 P1 1 detailing all of the above.

Proposed external and internal doors as indicated drawing C2022(32)01 P1.

Proposed roof lights are to be Conservation roof lights as detailed on drawing C2022(20)06 P1

Proposed ventilation through roof to be from Klober as detailed on drawing C2022(20)06 P1

05. No development shall take place until details of secondary glazing including depth of reveal, method of fixing, method of opening, materials and profile have been submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be carried out in accordance with the approved details.

With regards to planning condition 5, we are only proposing to have secondary glazing for the stained glass windows that are within habitable units. For clarify, these are windows F1-EW6, M1-EW1, M1-EW2 and M1-EW3. The windows to the front elevation, M1-EW4, M2-EW1, M3-EW01, M3-EW02, M3-EW03 and M4-EW01 all have existing secondary glazing installed previously and we are not proposing to amend these.

Refer to associated drawings C2022 (31)06 PCD5 - F1-EW6 P1 and C2022 (31)07 PCD5 - M1-EW1-2-3 P1 detailing all of the above

If you have any questions regarding the above please don't hesitate to contact us.

Kind Regards



Jay Johnson

Partner

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