Expiry Date - 21/10/2025

Development Management – Delegated Officer Report

Application Number: AWDM/0961/25 **Recommendation – APPROVE**

Site: **Site Of 29 And 31 Richmond Road Worthing West Sussex**

Proposal: **Proposed demolition of existing cafe (Use class Eb) and construction of new garage at 29 Richmond Road. Change of Use of 29 Richmond Road to residential use as part of 31 Richmond Road. Construction of new front boundary wall. New conservation rooflights to ancillary building, new side extension of ancillary building. Relocation of dropped kerb creating new one and removing the existing**

Date of Site Visit: 7th October 2025

Neighbours Checked: Y

Additional neighbour notification: N

Site and Surroundings

The site comprises 29 and 31 Richmond Road. No 29 is a single storey former café fronting Portland Road with a covered area to the west and outbuilding. No 31 is a two storey corner residential dwelling primarily fronting Portland Road.

To the east number 27 is retail with residential above of two storeys and pitched roof, further along number 25 is currently under construction to mirror the shape of number 27 to form a double storey garage/store and then further to the east there are small single storey retail units of brick and stone build.

To the south of No 31 is an injury Treatment Centre.

The site is in the Conservation Area.

The site is outside of the Town Centre boundary.

Proposal

The application which has been amended since originally submitted seeks to encompass number 29 into residential use as part of the dwelling at No 31.

The application proposes the demolition of former café and erection of a garage for vehicle storage for No 31. The proposed garage would be of a similar design (but single storey) to 25 and 27 Richmond Road. The building would be brick with a slate roof with decorative detail and a dry verge system to the garage. The existing covered area to the west of No 29 would be

walled off in matching brickwork and incorporated into the external garden of No 31. The existing brickwork between no 29 and 31 would be removed.

The existing former donkey stable will be refurbished and extended and maintained as an outbuilding ancillary to number 31 to be used as a garden room ancillary to the main dwelling at number 31.

The existing WC will be retained and opened into the outbuilding and extended to the north to link into the new garage with a pitched roof. The proposed tiles will be slate to match the existing property roofs in the area. Conservation roof lights will be added to the outbuilding.

Notice has been served on adjoining properties.

Relevant Planning History:

29 Richmond Road

AWDM/0028/20- Retrospective application for change of use from shop (Use Class A1) to cafe (Use Class A3) and associated outside seating and works. APPROVED

Consultations:

WSCC Highways

This application is for the demolition of existing café (Use Class Eb) and construction of garage for residential use, construction of brick boundary wall and relocation of dropped kerb. The site is located on Richmond Road, an A-classified road subject to a speed limit of 30mph.

The site currently benefits from an existing vehicular access onto Richmond Road which is proposed to be relocated a few metres to the east. Visibility at the existing and proposed accesses has not been demonstrated, however, from an inspection of WSCC mapping, sufficient splays of 2.4 x 43m as set out in Manual for Streets appears achievable in this location and splays are maintainable wholly within the public highway. The proposal is not anticipated to result in a highway safety concern over the existing situation.
The proposed new access, and closure of the existing access, will be subject to a licence from the WSCC Area Engineer and must be constructed to a specification agreed with them.

The proposed garage appears to be of sufficient size to accommodate a standard vehicle.

Conclusion
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.
If the LPA are minded to approve the application, the following conditions and informative should be applied:
Access

No part of the development shall be first occupied until such time as the vehicular access serving the development has been constructed in accordance with the details shown on the approved plan.
Reason: In the interests of road safety.

Access closure (Access Closure)

No part of the development shall be first occupied until such time as the existing vehicular access onto Richmond Road has been physically closed in accordance with the approved plan.
Reason: In the interests of road safety.

Vehicle Crossover – Minor Highway Works

The applicant is advised that in addition to obtaining planning permission that they must also obtain formal approval from the highway authority to carry out the site access works on the public highway. The granting of planning permission does not guarantee that a vehicle crossover licence shall be granted because the highway license process considers wider factors than are considered by the Highway Authority at planning stage.
Additional information about the licence application process can be found at the following web page:
https://www.westsussex.gov.uk/roads-and-travel/highway-network-permits-and-licences/highway-licences/west-sussex-county-council-licences/dropped-kerbs-or-vehicle-crossovers-for-driveways/

Southern Water

Existing Southern Water Assets – General within boundary but no tree, buildings, assets within standoff distance (approximate)
Please see the attached extract from Southern Water records showing the approximate position of our existing sewer and water main assets crossing/in the vicinity of the development site. The exact position of the public assets must be determined on site by the applicant in consultation with Southern Water before the layout of the proposed development is finalised. To get in contact to confirm the exact position of the asset please visit;
https://www.southernwater.co.uk/media/ph4fk3pe/ds-location-of-rising-mains_pb.pdf.
For information on required stand-off distances from public sewers please refer to: https://www.southernwater.co.uk/media/st5orjvm/stand-off-distances.pdf

Connection to public sewer - capacity available desktop study under 50

Southern Water has undertaken a desktop study of the area, and our investigations indicate that Southern Water can facilitate foul sewerage /surface water run off disposal to service the proposed development. Southern Water requires a formal application for a connection to the public sewer to be made by the applicant or developer.

To make an application visit Southern Water's Get Connected service: https://developerservices.southernwater.co.uk and please read our New Connections Charging Arrangements documents which are available on our website via the following link: https://www.southernwater.co.uk/developing-building/connection-charging-arrangements
We request that should this planning application receive planning approval, the following informative is attached to the consent: Construction of the development shall not commence until details of the proposed means of foul sewerage and surface water disposal have been submitted to and approved in writing by the Local Planning Authority in consultation with Southern Water.
Surface water discharge proposed to existing watercourse
The Council's technical staff and the relevant authority for land drainage consent should comment on the adequacy of the proposals to discharge surface water to the local watercourse.
Hierarchy of Building Regulations H3 for disposal of surface water - not yet provided documentation proving compliance
If the applicant has not already provided documentation demonstrating compliance with the surface water hierarchy reflected in part H3 of the Building Regulations, as shown below, we will require this to be provided where surface water is being considered for discharge to our network. Whilst reuse does not strictly form part of this hierarchy, Southern Water would encourage the consideration of reuse for new developments.

Reuse
- Infiltration
- Watercourse
- Storm Sewer
- Combined Sewer

Guidance on Building Regulations is here:
https://www.gov.uk/government/publications/drainage-and-waste-disposal-approved-document-h
We would like to engage with you on the design for disposal of surface water for this development at the earliest opportunity and we recommend that civil engineers and landscape architects work together and with Southern Water. In many cases this may negate or reduce the need for network reinforcement and allow earlier completion of the development.
Where a surface water connection to the foul or combined sewer is being considered, this should be agreed by the Lead Local Flood Authority, in consultation with Southern Water.
Proposed works involve demolition.
In order to protect and safeguard the existing water supply apparatus, Southern Water requests formal notification of any proposed demolition works prior to such works being undertaken.

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Adur and Worthing Councils

Drainage Consultant WSP

The applicant is applying for the proposed demolition of existing cafe (Use class Eb) and construction of new garage at 29 Richmond Road. Change of Use of 29 Richmond Road to residential use as part of 31 Richmond Road. Construction of new front boundary wall. New conservation rooflights to ancillary building, new side extension of ancillary building. Relocation of dropped kerb creating new one and removing the existing. The application is to Worthing Borough Council.

Following a review of the submitted information, 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** with the following informative attached:

Informative 1: The applicant should consider the use of SuDS, where possible, within their drainage strategy to provide runoff betterment.

Representations:

None received

Relevant Planning Policies:

Worthing Local Plan policies (WBC 2023): SP1, DM5, DM11, DM12, DM13, DM24
National Planning Policy Framework (MHCLG 2024)
National Planning Practice Guidance
SPG 'Extending or Altering Your Home' (WBC)

Planning Assessment

Policy

The main issues in the determination of the application are the principle of the change of use of the building and its rebuilding and the effect of the proposal upon the character of the area and the amenities of neighbouring properties.

The application site is outside of the Town Centre boundary and protected employment sites as defined by the Worthing Local Plan and as such the former café is outside the protection policies with policies DM11 and DM13.

The café at No 29 ceased trading in May 2022. The applicant has indicated that the property was marketed from when it ceased trading until 2024 with little interest or secured leases.

The property lies on the south side of Portland Road which along this stretch comprises a mix of small commercial properties and detached garages associated with residential properties in Ambrose Place. The character of the street is therefore very mixed. Although the proposal would involve the loss a commercial property, in view of the fact that site is not in a protected area, has been vacant for a couple of years and the area is mixed with commercial and residential development that the principle of the change use of the land is considered acceptable.

Visual Amenity

The application proposes the demolition of the existing flat roof building with shop front to a pitched roof garage in matching brick with slate roof, a dry verge system. Infill brickwork with Flemish bond is proposed between the proposed garage and the rear of No 31.

A small extension to the outbuilding is also proposed to the east side to link with the proposed garage. This area is currently partly covered. Conservation rooflights are also proposed to the building. The building is set back behind the proposed garage and would not be unduly prominent in the street scene and finished to be subservient to the main building.

The site lies on the edge of the conservation area. The proposed garage would have a gable front with standard garage door and pitched roof with slate roof and detail finials to the roof to match surrounding roofs. The proposed appearance would be an improvement on the existing development with matching materials and details and providing a walled link to No 31. The detailing to the garage will ensure that the garage will remain subservient to the main building with dry verge to the frontage and Flemish bond to the wall. The dry verge system will need to be constructed using traditional methods and materials and not a uPVC capping system to ensure the development preserves the appearance of the conservation area and will be conditioned accordingly.

The brick and mortar colour have not been provided so will be conditioned accordingly to ensure that the materials preserve the appearance of the conservation area.

The drop kerb would be moved slightly to align with the proposed garage.

Residential Amenity

The application proposed a change of use to residential, the proposed garage would not have a detrimental impact on the amenity of the commercial unit or residential above at No 27. The outbuilding would also be incorporated into residential use and would not impact on No 122 Portland Road which is in commercial use.

The extension to the outbuilding would build along the boundary with No 27 and notice has been served.

No details have been provided of the use of the building which would have a WC. In view of its location, its detached location nature and access to a garage, a condition restricting the use of the building to ancillary to the main dwelling at No 31 is considered appropriate.

Parking and Access

The application proposes the relocation of the dropped kerb to Portland Road. The applicant has indicated that the garage would be used for vehicle parking. The proposal would provide an additional parking space for No 31 and the LHA have not raised any objections to the relocated drop kerb subject to relevant conditions to the new access point.

Drainage

Southern Water requires a formal application for a connection to the public sewer to be made by the applicant or developer.

Both Southern Water and WSP have requested that the development be drained by sustainable methods as a first preference.

Recommendation

APPROVE subject to Conditions:-

1. Drawing Numbers
2. Standard time limit
3. Materials details
4. In accordance with email 20.12.25 dry verge
5. No additional openings
6. Ancillary to No 31
7. In accordance with Vehicle access details
8. Existing vehicle access closure

Informative

Approved following revisions

Southern Water connection

Drainage via SUDs

Change of address

Public highway works

Party wall act

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Sustainable drainage

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

Case Officer:	Jackie Fox	Date: 11.02.26
Authorised by:	Louise Prew	Date: 11/02/2026