WORTHING BOROUGH COUNCIL

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PLANNING PERMISSION

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

APPLICATION NUMBER: AWDM/0637/26

Details of Development
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

Location of Development
34 LYNDHURST ROAD WORTHING WEST SUSSEX BN11 2DF

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 26th May 2026.

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
24/11/2026

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

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
PROPOSED FLOOR PLANS (HMO PLANNING APP)	2511-015A	20.11.2026
COMMERCIAL VIABILITY AND UNIT SIZE STATEMENT		26.05.2026
SITE LOCATION AND BLOCK PLAN(HMO PLANNING APP)	2511-011	26.05.2026
EXISTING FLOOR PLANS (HMO PLANNING APP)	2511-012	26.05.2026
EXISTING ELEVATIONS (HMO PLANNING APP)	2511-013	26.05.2026
PROPOSED ELEVATIONS (HMO PLANNING APP)	2511-016	26.05.2026
PLANNING STATEMENT	2511-017	26.05.2026

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. The external materials and finishes of the development hereby permitted shall, prior to commencement of use of the additional floorspace thereby created, be completed to match in design, colour and texture those of the existing building unless otherwise approved in writing by the Local Planning Authority.

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

04. Works of construction or demolition, including the use of plant and machinery, necessary for implementation of this consent shall be limited to the following times.
Monday - Friday 08:00 - 18:00 Hours
Saturday 09:00 - 13:00 Hours
Sundays and Bank Holidays no work permitted
Any temporary exception to these working hours shall be agreed in writing by the Local Planning Authority at least five days in advance of works commencing. The

contractor shall notify the local residents in writing at least three days before any such works.

Reason: *To safeguard the residential amenity of the area.*

05. At no time shall the total number of residents at the property exceed four.

Reason: *In the interests of providing good quality accommodation having regard to policy DM1 of the Worthing Local Plan.*

06. No part of the development shall be first occupied until covered and secure cycle parking spaces have been provided in accordance with plans and details to be submitted to and approved by the Local Planning Authority. The spaces shall thereafter be maintained and retained for the lifetime of the development.

Reason: To provide alternative travel options to the use of the car in accordance with current sustainable transport policies.

07. Prior to occupation, a Sustainable Design and Energy Statement shall be submitted to and approved in writing by the Local Planning Authority. The submitted Statement shall include:
i) a build stage SAP calculation report demonstrating that the thermal performance levels of the proposed dwelling shall meet or exceed the requirements under Part L of the Building Regulations (2021) together with evidence that the HMO has achieved a minimum C rating Energy Performance Certificate (EPC);
ii) details of renewable and low carbon energy production equipment to meet at least 10% of the predicted total energy requirements of the new dwelling (after CO2 reductions from energy efficiency measures in (i) above).
iii) confirmation that all fittings (shower, taps, WCs) within the new dwelling shall be low-flow and shall adhere to the optional requirement set out in the Building Regulations limiting estimated water usage to no more than 110 litres of water per person per day.

Thereafter, the development shall be implemented in accordance with the agreed Sustainable Design and Energy Statement and retained as such thereafter

Reason: *In the interests of sustainable development and to comply with policies DM16, DM17 and DM20 of the Worthing Local Plan.*

08. Prior to occupation of the house in multiple occupation hereby permitted, the fence shown on the approved ground floor plan (2511-015A) shall be installed in full and retained as such thereafter

Reason: *In the interests of providing sufficient amenity space for residents in accordance with policy DM2 of the Worthing Local Plan.*

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.

02. Residents Parking Permits in Controlled Parking Zones (CPZs)
The applicant and potential future occupiers of the development are advised that future tenants/homeowners may not be entitled to purchase Resident or Visitor Permits that entitle users to park on-street in the roads around the development site. Alternatively, Non-Resident permits may be available in some roads where capacity allows or some tenants/homeowners may have to join a waiting list before permits are issued. Eligibility for permits will be in accordance with existing WSCC parking policy and procedures. Tenants/homeowners are advised to contact the local District/Borough Parking Services Team for further clarification. Further information and key questions and answers about how Controlled Parking Zones work can be found here: https://www.westsussex.gov.uk/roads-and-travel/parking/residents-parkingschemes/how-parking-schemes-work/

03. The Applicant is reminded that the development granted by this permission will be subject to mandatory HMO Licensing.
https://www.adur-worthing.gov.uk/housing/conditions-and-empty-properties/hmo/

04. Sussex Police has provided advice on designing the development to minimise crime and anti-social behaviour. Please refer to their full comments available in the officer's report and on the planning register. In summary the following should be undertaken:
- management plan
- front access door to have access control i
- bedrooms to be fitted with 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
- post to be through the wall, or external or lobby mounted secure post boxes not to individual rooms
- recognition of potential vulnerable residents and that it is acknowledged and reflected within management plans
- management teams have the ability to signpost any vulnerable tenants to access services to ensure that safe-guarding measures are maintained.

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.

05. The Applicant is reminded that the development the subject of this decision notice is liable for Community Infrastructure Levy (CIL). A CIL Liability Notice will be issued to the liable person(s) and a CIL Land Charge added to the register. CIL will become liable upon commencement of the development with the liable person(s) required to submit a CIL Commencement Notice at least one day before the development commences. Further information can be found on the Council's website via the link https://www.adur-worthing.gov.uk/planning-policy/infrastructure/

In calculating individual charges for the levy, regulation 40 (as amended by the 2014 Regulations), requires collecting authorities to apply an index of inflation to keep the levy responsive to market conditions. The index is the national All-In Tender Price Index of construction costs published by the Building Cost Information Service (BCIS) of the Royal Institution of Chartered Surveyors. This index presents forecast figures, which are updated and finalised periodically. To reduce the need for repeated re-calculation indexing will be applied from the previous 1st November of the date of the CIL Liability Notice to the previous 1st November of the date the payment is due using the national all in Tender Price Index.

06. All Planning Applications for both domestic and non-domestic premises that have been granted approval for new development or conversions will require a new, or amended property address for the proposed development. Developers will be required to submit a Street Naming and Numbering Application to the Street Naming and Numbering Department upon commencement of works to enable the new development to be officially addressed in compliance with the British Standard

of Addressing; known as BS7666. Developers are invited to complete their Street Naming and Numbering Application via the following link to the councils' website: www.adur-worthing.gov.uk/naming-and-numbering Information and guidance regarding the Fees for the service provided are also available at this location. Alternatively, please do not hesitate to contact the Street Naming and Numbering Department via the following methods should you have any queries; Street Naming and Numbering, Adur & Worthing Councils, Portland House, 44 Richmond Road, Worthing BN11 1HS. Telephone Number: 01903 221479. Email: llpg@adur-worthing.gov.uk

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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).