

FAO Rebekah Hincke
Planning Department
Worthing Borough Council
Town Hall
Chapel Road
Worthing
BN11 1HA

20 November 2025
Ref: SL/Let/P2313

Dear Rebekah,

Section 73 Application for the Amendments of Condition 1 (Approved Drawings) and the agreement of condition details for Conditions 4, 5, 6, 10, 11 and 12 pursuant to reference AWDM/1522/24 for a Two-storey rear extension with first floor terrace to existing office (Use Class E); basement extension with front and rear lightwells; alterations to front boundary treatment and new rooflight to office building) at 19 Farncombe Road, Worthing, West Sussex.

We are writing on behalf of the client, Hassocks Farley Properties in support of a Section 73 Application for minor amendments and the agreement of condition details for Conditions 4, 5, 6, 10, 11 and 12 to the previously approved scheme reference: AWDM/1522/24 at 19 Farncombe Road.

The application has been submitted to Worthing Borough Council via the Planning Portal under reference **PP-14423118** and includes the following documents which have been submitted in support of this application:

Application Form

Covering Letter

Amended Drawing Pack (Table 1)

Condition 1 – Approved Plans

The condition wording is as follows,

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.

Managing Director
Chris Barker MATP MRTPI
Directors
Huw James MRTPI
Sam Sykes MRTPI
Adam King ARB
Adam Staniforth FCCA

EXISTING LOCATION PLAN EX06 07.03.2025

PROPOSED AS AMENDED ELEVATIONS PL03D 13.05.2025

PROPOSED SITE PLAN (AS AMENDED) PL04E 13.05.2025

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EXISTING FLOOR PLANS EX02A 19.12.2024

EXISTING ELEVATIONS EX03A 19.12.2024

EXISTING SITE PLAN EX04B 19.12.2024

PROPOSED LOCATION & BLOCK PLANS (AS APPROVED) PL01 19.12.2024

PROPOSED LOCATION & BLOCK PLANS (AS AMENDED) PL01E 19.12.2024

PROPOSED PLANS (AS APPROVED) PL02A 19.12.2024

PROPOSED PLANS (AS AMENDED) PL02D 19.12.2024

Proposed Amendments to Condition 1

This application seeks to amend the previously approved plans listed under Condition 1 with the new plans listed in Table 1.

The proposed minor material amendments to the previously approved scheme reference AWDM/1522/24 are identified in the accompanying drawings and have been bubbled in red for ease.

In summary the minor material amendments are as follows:

- Installation of new metal railings fixed to posts, fully enclosing the site boundary.
- Front entrance gates reduced in width to 3 m each, with new infill fencing and posts between the gates and the northern and southern boundary walls, ensuring the entire frontage is enclosed. The southern infill fence and posts are to be positioned on top of the existing kerb surrounding the tree to avoid root disturbance.
- Addition of a new door and access ramp.
- Amendment to the external escape stair within the rear garden, now to include a metal gate matching the proposed railings.
- Replacement of one existing casement window on the eastern elevation with a sash window to match others on the property
- Minor external level adjustments across the site to suit detailed design and construction tolerances.
- Alteration to the patio steps to comply with Building Regulations requirements for rise and going, including a partial return of the steps around the sides of the patio.
- Introduction of level thresholds to doors opening onto the roof terrace, resulting in a minor lowering of door head heights, and the addition of a new glazed guardrail to the rear of the terrace to achieve the required 1.1 m guarding height.
- New gate and handrails added to the external stairs leading to the patio

Collectively, these amendments have arisen through the detailed design and technical coordination stages of the project, ensuring compliance with Building Regulations and reflecting practical construction requirements.

The revisions are considered minor in nature, representing refinements to boundary treatments, access arrangements, and external detailing rather than substantive design changes. The overall form, scale, and architectural character of the approved scheme remain unaltered, and there are no resulting impacts on neighbouring amenity or the wider streetscape. As such, the proposals are regarded as minor material amendments appropriate for consideration under Section 73 of the Town and Country Planning Act 1990 (as amended).

For the avoidance of doubt, the originally approved drawings under ref: AWDM/1522/24 which are now superseded have been replaced with the following as a result of this new Section 73 Application. The superseded and proposed are detailed below.

Originally Approved Drawings under reference AWDM/1522/24 to be superseded	Proposed Drawings
9028 PL02D AS AMENDED	9028 PL02F SECTION 73
9028 PL03D AS AMENDED	9028 PL03F SECTION 73
9028 PL04E AS AMENDED	9028 PL04H SECTION 73

Table 1- Approved and Proposed Drawings

Conditions to be addressed under s.73 Application

Condition 4 - Construction Management Plan

The condition wording is as follows,

No development shall take place, including any works of demolition, until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved Construction Management Plan and shall be adhered to throughout the construction period. The Construction Management Plan shall provide for but not necessarily be restricted to the following matters:

- i. the parking of vehicles of site operatives and visitors
- ii. loading and unloading of plant and materials
- iii. storage of plant and materials used in constructing the development
- iv. the erection and maintenance of protective/security fencing; and
- v. measures to control the emission of dust and dirt during construction

Full details of the demolition methodology, site access arrangements, material storage, and reinstatement of the lean-to are set out within the accompanying Construction Management Plan submitted in support of this Section 73 application.

v4 CEMP Farncombe Road - FULL SITE Final 251120We trust the above document satisfactorily addresses Condition 4 in full and that the condition can now be reworded as a compliance condition under this consent or removed.

Condition 5 – Biodiversity Gain Plan

The condition wording is as follows,

The Biodiversity Gain Plan shall be prepared in accordance with the BNG Metric deposited 10.04.2025 and BNG Statement deposited 19.12.2024 prepared by Lizard Landscape Design and Ecology unless otherwise agreed in writing with the Local Planning Authority.

The following document has been submitted in support of the discharge of Condition 5.

- LLD3363-ECO-REP-004-01-BGP BASEMENT-COMPLETED

We trust the above document satisfactorily addresses Condition 5 in full and that the condition can now be reworded as a compliance condition under this consent or removed.

Condition 6 – Landscape and Ecological Management Plan

The condition wording is as follows,

The development shall not commence until a Landscape and Ecological Management Plan has been submitted to and agreed in writing by the Local Planning Authority which shall include management and monitoring to maintain habitat in accordance with the Biodiversity Gain Plan for a minimum period of 30 years from the completion of the development.

The following document has been submitted in support of the discharge of Condition 6

- LLD3647-ECO-REP-002-00-LEMP-Basement

We trust the above document satisfactorily addresses Condition 6 in full and that the condition can now be reworded as a compliance condition under this consent or removed.

Condition 10 – Details of Windows and Doors

The condition wording is as follows,

Precise details of windows and doors including scaled plans and specifications shall be submitted to and approved in writing to the Local Planning Authority prior to installation. Thereafter the development shall only be carried out in accordance with the agreed details and retained as such.

The following drawings have been submitted in support of the discharge of Condition 10.

- 9028 D01 MAIN BUILDING
- 9028 D02 MAIN BUILDING
- 9028 W01 MAIN BUILDING
- Bereco-Brochure-2025

All existing windows will be removed and replaced with high-quality timber units from Bereco's Traditional Range. To maintain a consistent appearance throughout, all new windows within both the extension and the main building will also be from the same range. The new patio doors will likewise be Bereco timber units, ensuring a cohesive and high-quality finish across the entire property. Please refer to the examples at Appendix A.

We trust the above document satisfactorily addresses Condition 10 in full and that the condition can now be reworded as a compliance condition under this consent or removed.

Condition 11 – Railings Gates and Posts

The condition wording is as follows,

Precise details of all railings, gates and posts, including scaled plans and specifications, shall be submitted to and approved in writing to the Local Planning Authority prior to installation. The development shall only be carried out in accordance with the agreed details and retained as such thereafter.

The following drawings have been submitted in support of the discharge of Condition 11.

- 9028 DT01 MAIN BUILDING

We trust the above document satisfactorily addresses Condition 11 in full and that the condition can now be reworded as a compliance condition under this consent or removed.

Condition 12 – Cycle Parking

The condition wording is as follows,

Secure, covered cycle parking shall be provided within the curtilage of the site in accordance with details to be submitted to and approved in writing by the Local Planning Authority. Such approved cycle facilities shall be provided on the site before the additional office accommodation hereby approved is first brought into use and shall thereafter be retained permanently solely for such purposes.

The following drawings have been submitted in support of the discharge of Condition 12.

- 9028 PL12 MAIN BUILDING

We trust the above document satisfactorily addresses Condition 12 in full and that the condition can now be reworded as a compliance condition under this consent or removed.

Conclusion

In light of the information set out above, and the accompanying drawings and technical documents submitted in support of this application, it is considered that the proposed amendments represent minor material changes that are fully appropriate for consideration under Section 73 of the Town and Country Planning Act 1990 (as amended).

The revisions sought are modest in nature and have arisen through the detailed design and coordination process, ensuring that the approved scheme can be delivered in full compliance with Building Regulations. The amendments do not materially alter the approved form, scale, or character of the development and will have no adverse impact on neighbouring amenity or the wider streetscape.

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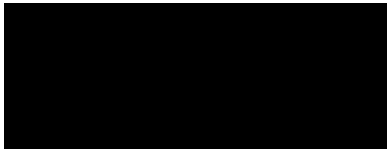
Furthermore, comprehensive details have been provided to address Conditions 4, 5, 6, 10, 11 and 12 in full. These submissions include all relevant documents and drawings necessary to satisfy the Local Planning Authority's requirements. On this basis, it is respectfully requested that these conditions be reworded as compliance conditions (or removed) within any subsequent consent issued under this Section 73 application.

Given the limited and technical nature of the amendments proposed, and the full suite of supporting information provided, we trust that the Local Planning Authority will be able to support the application and grant planning permission referencing the original consent (Ref: AWDM/1522/24).

Clearly, the applicant is needing to discharge all the pre-commencement requirements in order to start works as soon as possible. Should the Council require any further conditions (although this should not be necessary) please ensure these are not pre commencement.

Should the Council require any further clarification or additional information to assist in the determination of this application, please do not hesitate to contact me on 01903 248777.

Yours sincerely
ECE Planning



Huw James MRTPI
Director

Appendix A – Examples of Bereco Windows and Doors (Traditional Range)



Figure 1- Example 1



Figure 2- Example 2



Figure 3- Existing Property