Expiry Date - 14/07/2026
Extension of Time – 25/11/2026

Development Management – Delegated Officer Report

Application Number: AWDM/0613/26 **Recommendation: – APPROVE**

Site: **First Floor Flat 16 Bath Road Worthing West Sussex**

Proposal: **Replacement of timber sliding sash window to UPVC sliding sash windows North, South and West elevations**

Date of Site Visit: 26/05/2026.

Neighbours Checked: Y

Additional Neighbours Notified: N

Site and Surroundings

The application site, 16 Bath Road, is situated within an established residential area of Worthing. The site comprises a two-storey semi-detached residential building which has been subdivided into two flats, comprising a ground-floor flat and a first-floor flat, to which this application relates.

The building has pitched roofs to both its main section and rear outrigger. The front elevation is characterised by white rendered and brick elevations, projecting gabled features and prominent bay windows. The immediate locality is characterised predominantly by similar two-storey residential properties of a broadly comparable appearance. On-street parking is typical within the area, although some properties benefit from private driveways. The area is generally verdant, with a number of mature trees within the locality, whilst private rear gardens are typically relatively small.

The application property is not listed but is situated within the Ivy Place Conservation Area. There are no Tree Preservation Orders affecting the site.

Proposal

Planning permission is sought for the replacement of existing timber sliding sash windows with UPVC sliding sash windows on the north, south and west elevations.
A total of seven windows are proposed to be replaced, as follows:

- W1 (Kitchen) – rear (north) elevation.
- W2 (Bedroom), W3 (Bathroom), W4 (Bathroom) and W5 (Bedroom) – side (west) elevation.
- W6 (Lounge) and W7 (Lounge) – front (south) elevation.

The existing windows comprise white-painted timber frames and sills, with single glazing and 22mm glazing bars.

The proposed replacement windows would comprise white UPVC frames and sills, with double glazing and 22mm plant-on glazing bars.

Concerns were initially raised regarding the proposed window sections. However, following discussions with the agent, revised drawings have been submitted which address these concerns by incorporating more appropriate frame dimensions that better reflect the proportions and appearance of the existing timber windows.

Relevant Planning History:

No relevant planning history.

Consultations

None undertaken.

Neighbour Representations

None received.

Relevant Planning Policies:

Worthing Local Plan policies (WBC 2023): SP1, DM5, DM23, DM24
National Planning Policy Framework (MHCLG 2026)
National Planning Practice Guidance
SPG ‘Extending or Altering Your Home’ (WBC)
Ivy Place Conservation Area Appraisal

Planning Assessment:

There is no objection in principle to alterations to residential properties within the built-up area. The key considerations are the impact of the proposal on the character, appearance and visual amenity of the host building and Ivy Place Conservation Area, having regard to the Council's statutory duty under Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to pay special attention to the desirability of preserving or enhancing the character or appearance of Conservation Areas, together with the effects on neighbouring residential amenity.

Impact on Conservation Area and Visual Amenity

The Ivy Place Conservation Area is characterised by a mix of Victorian and Edwardian residential properties, including early Victorian stucco villas, later Victorian cottages and Edwardian houses. Its special character derives from its traditional materials and architectural detailing, including render, decorative tile hanging, brickwork, slate and clay tiled roofs, timber sash windows and original boundary features. The area also benefits from its spacious street layout and the distinctive, quiet and close-knit character of Ivy Place.

Given their location and relatively concealed position, there were no concerns with the replacement windows on the rear (north) and side (west) elevations. These comprise windows W1 (Kitchen), W2 (Bedroom), W3 (Bathroom), W4 (Bathroom) and W5 (Bedroom).

However, initial concerns were raised regarding the replacement of windows W6 (Lounge) and W7 (Lounge) on the front (south) elevation, specifically in relation to the proportions of the window frames and their individual sections. The Conservation Officer advised that bottom rails would typically measure between 80–100mm, meeting rails 30–40mm, stiles 45–50mm and glazing bars up to 21mm. It was advised that where these dimensions are exceeded across multiple sections, the windows can develop an overly bulky appearance, resulting in the loss of more traditional proportions. This is particularly relevant to uPVC sliding sash windows, which generally require larger frame sections to accommodate the weight of double-glazed units.

Following discussions, amended drawings were submitted. Whilst the proposed windows would remain uPVC sliding sash windows, they would utilise the Rehau Heritage uPVC glazing system, which more closely reflects the proportions of the existing timber-framed windows. The revised dimensions at the head are practically identical to the existing timber windows, whilst the meeting rail is only marginally deeper than the 40mm dimension recommended by the Conservation Officer (by 4mm), with an additional 10mm overlap with the inner frame. The bottom rail, although not as deep as the existing, remains within the recommended 80–100mm range. The glazing bars measure 22mm, compared with the recommended maximum of 21mm.

Overall, the amended drawings are considered to address the initial concerns raised by the Conservation Officer. Whilst the proposed windows would differ from the existing timber windows in terms of material, their revised proportions and detailing are sufficiently sympathetic to the original fenestration. Consequently, the replacements would not appear unduly bulky or out of place and would not result in significant harm to the character or appearance of the host building or the wider Conservation Area.

The NPPF, under Policy HE6: Proposals affecting designated heritage assets, confirms that substantial weight should be given to the conservation of designated heritage assets. It also recognises under paragraph 4 that public benefits may include enabling energy efficiency measures to be employed. In this instance, the replacement of the existing single-glazed timber sliding sash windows with double-glazed units would provide improved thermal efficiency, which is a benefit of the proposal.

Nevertheless, the primary consideration is that the amended window design is now considered sufficiently sympathetic to the existing fenestration and would preserve the character and appearance of the Ivy Place Conservation Area.

Accordingly, the proposal is considered acceptable in terms of its impact on the host building and the Conservation Area.

Residential Amenity

There are no additional or enlarged openings resulting from this application. Other than for some minor inconvenience during the fitting of replacement windows, the proposal would not have any detrimental impact on the residential amenities of neighbours.

Recommendation:

APPROVE subject to condition(s):-

1. Drawing Numbers
2. Standard time limit
3. UPVC replacements to consists of Rehau Heritage sliding sash units unless otherwise agreed in writing by the LPA

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.

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

Case Officer:	Tom Westerman	Date: 23/11/2026.
Authorised by:	Jo Morin	Date: 23.11.2026