

Development Management – Delegated Officer Report

Application Number: AWDM/1452/25

Recommendation: – APPROVE

Site: Site At 101 And 103 Newland Road Worthing West Sussex

Proposal: Change of use of ground floor office and storage (Use Class Eg) to residential flat (Use Class C3). Demolition of existing rear extensions and erection of single storey rear extension. Alterations to front elevation to remove shopfront and replace with door and windows. Alteration of rear doors of existing ground floor flat

Date of Site Visit: 10/02/2026

Neighbours Checked: Y

Additional Neighbours Notified: N

Site and Surroundings

The application site is located on the northern side of Newlands Road. The building is currently split into a first floor flat and a ground floor office and storage use. The last occupant of the unit appeared to be an accountancy firm. To the rear of the site there are a number of extensions. Access to the site is off the street and to the rear there is a small walkway to the storage extensions to the rear.

To the rear of the site there is a large courtyard area which is used to the parking and work uses of the properties to the rear. Currently part of the site is used as further parking with no formal rear boundary.

The site is not located in a conservation area nor is the property listed. There are no TPO's on the site.

Proposal

The proposal relates to the change of use of the ground floor commercial unit to a three-bedroom residential flat. In order to achieve this, the existing ground floor extensions are proposed to be removed, they will then be replaced by a single storey rear extension with a smaller footprint.

To the front of the site there is proposed to be the removal of the shopfront and replacement with doors and windows. Materials will match the existing property with smooth render.

The rear of the site will have a fence installed to create the amenity space for the site, in addition to this the rear doors of the first floor flat will be altered to provide garden access.

Relevant Planning History:

92/00180/FULL - CHANGE OF USE OF FIRST FLOOR FROM SHOP STORAGE AREA TO TWO BEDROOM SELF CONTAINED FLAT

STATUS: Conditional Consent 24th April 1992.

NOTICE/0018/25 - The proposal is to change the use of office space with storage areas into a 4 bedroom ground floor flat with garden space. Garden space will be created by demolishing some of the storage building. A garden space will also be provided to the existing first floor flat which currently has no external space.

STATUS: Application Returned.

Consultations

WSCC Highways

This application is for the change of use of ground floor office and storage (Use Class Eg) to residential flat (Use Class C3). Demolition of existing rear extensions and erection of single storey rear extension. Alterations to front elevation to remove shopfront and replace with door and windows. Alteration of rear doors of existing ground floor flat. The site is located on Newland Road, a C-classified road subject to a speed limit of 30mph.

The site does not currently benefit from an existing vehicular access or off-street parking provision and this arrangement is not proposed to be altered. The WSCC car parking demand calculator would expect that two parking spaces could be provided for a dwelling of this size and location. As such, parking provision would be required to be accommodated on-street. Whilst on-street car parking is limited in the immediate vicinity there are comprehensive parking restrictions prohibiting vehicles from parking in places that would be detrimental to highway safety. We would not consider that highway safety would be detrimentally affected through the proposed nil car parking provision. The Planning Authority may wish to consider the potential impacts of this development on on-street car parking from an amenity point of view.

The site is sustainably located within walking distance of the centre of Worthing and bus and train stations. Cycling is a viable option within the vicinity for reducing reliance upon the private car, and details of secure and covered cycle storage can be secured via condition.

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 condition is advised:

Cycle parking

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.

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

Environmental Protection, Environmental Health & Licensing

I would recommend the following:

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

If during development, any visible contaminated or odorous material, (for example, asbestos containing material, stained soil, petrol/diesel/solvent odour, underground tanks or associated pipework) not previously identified, is found to be present at the site, no further development (unless otherwise agreed in writing with the Local Planning Authority) shall be carried out until it has been investigated by the developer. The Local Planning Authority must be informed immediately of the nature and degree of the contamination present and a method statement detailing how the unsuspected contamination shall be dealt with must be prepared and submitted to the Local Planning Authority for approval in writing before being implemented. If no such contaminated material is identified during the development, a statement to this effect must be submitted in writing to the Local Planning Authority.

Environmental Health Private Sector Housing

No response

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>

Proposed soakaways

The Council's Building Control officers or technical staff should be asked to comment on the adequacy of soakaways to dispose of surface water from the proposed development. No new soakaways should be located within 5 metres of a public or adoptable gravity sewer, rising main or water main.

No Soakaways should be connected to the public surface water sewer.

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/drainageand-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.

Condition

We request that should this application receive planning approval, the following condition is attached to the consent: Construction of the development shall not commence until details of the proposed means of surface water run off disposal in accordance with Part H3 of Building Regulations hierarchy as well as acceptable discharge points, rates and volumes have been 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.

S106 Connection application

Any new connections to the public sewerage system will require a Section 106 connection application to be submitted and approved by Southern Water Services. Please note that, where there are separate systems available Southern Water will not allow surface water to connect into the public foul sewer. If this is not possible, please provide evidence that all other options have been explored.

WSP

Following a review of the submitted information, we note that insufficient information has been provided to demonstrate the application is in accordance with the National Planning Policy Framework (NPPF) and its accompanying Planning Practise Guidance (PPG). We have concerns regarding the following:

Surface Water Flood Risk: We have identified the site is located within an area of surface water flood risk and within a wider surface water flow path. A Flood Risk Assessment (FRA) should be submitted to demonstrate that the proposed development will be safe for the lifetime of the development. Safe access and egress should also be demonstrated.

Resistance and Resilience Measures: Due to the surface water flood risk at the site, appropriate flood resistance and resilience measures should be considered within the development and detailed in the FRA.

Surface Water Drainage: It is noted that the extension replacement is proposed to be drained via a soakaway. However, insufficient information has been received to demonstrate that this is a suitable method of drainage and will not increase flood risk to the site and elsewhere. Infiltration testing and groundwater monitoring is required to demonstrate that infiltration is a viable method of discharge. A drainage plan and calculations are required to demonstrate that the proposed soakaway is sized correctly and will not increase flood risk. We note that this can be conditioned and provided at detailed design, once an FRA has been received addressing the above concerns.

We would recommend the application is not approved until a Flood Risk Assessment is received addressing the above comments.

Reason: To prevent flooding in accordance with National Planning Policy Framework paragraphs 165-175 by ensuring the satisfactory management of local flood risk, surface water flow paths, storage, and disposal of surface water from the site in a range of rainfall events and ensuring the SuDS proposed operates as designed for the lifetime of the development.

WSP Consultation response following FRA submission

Thank you for your consultation on the above site. We have reviewed the application as the drainage consultant acting on behalf of the Council and wish to make the following comments.

The applicant is applying for a change of use of ground floor office and storage (Use Class E) to residential flat (Use Class C3). Demolition of existing rear extensions and erection of single storey rear extension. Alterations to front elevation to remove shopfront and replace with door and windows. Alteration of rear doors of existing ground floor flat. The application is to Worthing Borough Council.

Following a review of the submitted information, we note that the applicant has provided a Flood Risk Assessment and Drainage Strategy (Ref: 97090-SvwBldgCmp-NewlandRd, dated March 2026) since our consultation response dated 14th January 2026. We are happy that the FRA provides sufficient information in terms of flood risk and accept the use of resistance and resilience measures proposed at the site. We

note that safe access can be achieved by heading west on Newland Road due to a low risk of flood depths up to 30cm; however, we recommend this information be displayed in a separate Flood Emergency Plan document that can be provided to future occupiers of the dwelling for ease and practical use. We accept the use of existing drainage with the addition of water butts to provide betterment alongside the reduction in building footprint and therefore volume of water in the drainage system.

Based on the above, we would recommend the approval of the application with the following conditions attached:

Condition 1: Prior to the first use of the development a Flood Risk Emergency Plan shall be submitted to and approved in writing by the Local Planning Authority. The Flood Evacuation Plan should be created in line with 'Flood risk emergency plans for new development' as produced by ADEPT and EA and demonstrate safe access and egress in accordance with NPPF.

Reason: To ensure the flood risk is adequately addressed, not increased and users remain safe for the lifetime of the development in accordance with NPPF and Policies of Worthing Borough Council.

Condition 2: All development shall be constructed in accordance with the submitted and approved resistance and resilience measures outlined in Flood Risk Assessment and Drainage Strategy (Ref: 97090-SvwBldgCmp-NewlandRd, dated March 2026) unless otherwise first approved in writing by the Local Planning Authority. These measures shall include:

- Use and incorporation of flood resistant materials and design to at least 600mm above the estimated flood level;
- Any doors, windows or other openings will be flood resistant to at least 600mm above the estimated flood level;
- Raising all sensitive electrical equipment, wiring and sockets to at least 600mm above the estimated flood level; and
- Non-return valves fitted to all drain and sewer outlets.

Reason: To ensure the flood risk is adequately addressed and not increased in accordance with NPPF and Policies of Adur & Council.

Waste Services

No response

Neighbour Representations

None

Relevant Planning Policies:

Worthing Local Plan policies (WBC 2023): SP1, DM5, DM11, DM13, DM15, DM16, DM17, DM18, DM20, DM21, DM22

National Planning Policy Framework (MHCLG 2024)

National Planning Practice Guidance

Planning Assessment:

Principle of change of use

The proposal would mean the loss of a use class E unit. Policy DM13 of the Worthing Local Plan refers to the hierarchy of the town, district and local centres. This section of Newland Road is not a protected local centre for retail uses. The loss of the commercial unit is therefore acceptable.

Policy SS1 of the Worthing Local Plan sets out the housing supply over the period 2020-2036 and gives a total figure of 3672 (an annual target of 230 dwellings per annum).

Paragraph 78 of the NPPF (2024) requires that local planning authorities should identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of five years' worth of housing against their housing requirement set out in adopted strategic policies, or against their local housing need where the strategic policies are more than five years old. The supply of specific deliverable sites should, in addition, include a buffer (moved forward from later in the plan period) of: a) 5% to ensure choice and competition in the market for land; or b) 20% where there has been significant under delivery of housing over the previous three years, to improve the prospect of achieving the planned supply; or c) From 1 July 2026, for the purposes of decision-making only, 20% where a local planning authority has a housing requirement adopted in the last five years examined against a previous version of the Framework, and whose annual average housing requirement is 80% or less of the most up to date local housing need figure calculated using the standard method set out in national planning practice guidance.

The most recent 5 Year Housing Land Supply (5YRHLS) position for Worthing (as at 01/04/2023) demonstrates a 6.3 year's supply applying a 20% buffer as at that time Worthing had failed the then current Housing Delivery Test (HDT) (2022 published December 2023).

However, the most recent HDT 2023 (published December 2024) shows that Worthing scored 107% and therefore faces no consequences from the HDT.

Having a 5YRHLS position and having passed the HDT with no consequences means that for Worthing Paragraph 11 c) of the NPPF applies which states: 'For decision-taking this means: c) approving development proposals that accord with an up-to-date development plan without delay '.

The provision of one additional residential unit would make a small contribution to the Borough's housing supply. It is acceptable in principle subject to the assessment against other material considerations as set out below.

Visual Amenity

Due to the location of the proposal careful consideration need to be given to the visual impact of the proposed development on the surrounding area. The works for the conversion of the ground floor unit to a residential flat would entail the removal of the existing shop front. Due to the double sized shopfront the replacement would result in an uneven façade with one side of the property having two doors and the other having

only a window and no door. The window and door are more characteristic of the wider residential setting than the shopfront. This arrangement would differ from neighbouring buildings which each have a door and window. The existing first floor unit is considered to reduce the possibilities when redeveloping the ground floor unit. This is due to the first flat being retained meaning the property cannot be returned to the original two dwellings which limits the possible design of the shopfront.

However, there are a variety of different frontages within the locality with some having porches and different sizes of ground floor windows. These are considered to have reduced the uniform character of Newland Road. It is therefore considered that the front elevation would on balance be more appropriate to the current shopfront and therefore acceptable.

The works to the rear would not be visible from within the public realm. In addition to this the unification of the single storey rear extension would ensure a more cohesive site on the whole. The omission of the second rear extension is encouraged and would allow for some residential amenity space for the host. The materials proposed throughout the site are to match that of the original dwelling and not that of the extensions which have introduced new materials. As such it is considered that the development on the whole would be an improvement to the property and is in accordance with Policy DM5 of the Worthing Local Plan.

Neighbouring Residential Amenity

The impact on the neighbouring properties is not considered to be worsened by the change of use with one that is now more appropriate.

The proposed extension to the rear would not overshadow or overbear the neighbouring properties, this is due to the existing relationship being improved with the flat roof form and the furthest part of the extension being removed and not replaced in this instance. The impact on the neighbouring property is also not worsened through the omission of windows in the western elevation ensuring that there is no overlooking to the neighbours through this application. The roof lights proposed would not be considered to create any views into the neighbouring properties of the existing first floor property due to their location.

Amenity of future occupiers

With the proposed development introducing the ground floor flat it is important that the quality of the unit is to a sufficient standard. The proposed flat will meet the minimum floor space requirement for a 6-person 3 bed flat of 95 sqm (it measures 112sqm). The rooms are considered to be of a size that would be acceptable for a double bed, this is due to the smallest room being approximately 12.5sqm. This is above the minimum for a double bedroom at 11.5sqm. Whilst it is not indicated that there will be any specific space for storage it is considered that there is sufficient space within the kitchen, lounge and bedrooms for storage space to be provided without impacting the proposed use of the site. Each of the habitable rooms will have a source of natural light through either windows or doors and as a whole the unit is dual aspect providing natural ventilation

The site in the current condition would not allow for any residential amenity space to be provided, however as part of the application there will be division of the rear and the introduction of a formal boundary with the courtyard to the rear. As such there will be some private amenity space for the host property. Whilst this space is only 47sqm compared to the required 50sqm for new dwellings it is not considered to be significantly detrimental to the application as a whole. Homefield Park provides additional readily accessible green space.

Parking and Access

There is no highway objection to the parking and access arrangements. Cycle parking has been requested by the County Council. Given the site is situated in a highly sustainable location with Worthing train station approximately 660m away. In addition to this the site is located on a bus route which provides access to the wider amenities. Given the space on the site there would be space within the rear to provide a secure cycle storage. As such it has been conditioned to be provided prior to first occupation.

Drainage

Due to the change of the use on the ground floor to one which is classified as a greater vulnerability into one which is considered to be a “more vulnerable development” within Annex 3 of the NPPF relating to Flood Risk the drainage of the site and safe access and egress need to be carefully considered. Therefore, extra consideration has to be given to the future residents of the site and their safety in the event of flooding. The LPA’s drainage consultant requested additional information as the site is located in an area at risk of surface water flooding in the future. An FRA was provided which was reviewed by the consultant.

It is noted that the applicant has provided resistance and resilience measures to be installed. To ensure the safety of future occupiers there has been a condition requested and included regarding the provision of a Flood Risk Evacuation Plan.

Sustainability

Policy DM16 states that all new housing should achieve a minimum of a ‘C’ rating Energy Performance Certificate. A condition setting out that this has been achieved will be required.

Policy DM17 requires all development resulting in new housing to incorporate renewable and low carbon energy production equipment to meet at least 10% of the predicted total energy requirements (after CO2 reductions from energy efficiency measures). No precise details have been provided. This could be achieved through provision of an air source heat pump or solar panels. This will be secured by condition.

Policy DM21 requires new residential housing to meet the optional Building Regs standard for water use. This will be conditioned.

Biodiversity Net Gain

The Local Plan policy DM18 requires new development (excluding changes of use and householder development) to provide a minimum 10% net gain for biodiversity. Due to the scale of the footprint the proposed extension is not considered to trigger the requirements for BNG. This is due to the total scale of the footprint being smaller

than the existing extensions to the rear and therefore 'de minimis'. Some additional greening will occur with the proposed garden which is an enhancement.

CIL

The application may be liable for CIL due to the additional floorspace created and the change of use to residential.

Recommendation:

APPROVE subject to condition(s):-

1. Drawing Numbers
2. Standard time limit
3. Matching materials
4. No openings to side elevations of extension
5. Flood risk emergency plan
6. Built in accordance with FRA
7. Southern Water
8. Hours of works
9. Contaminated Land
10. Cycle Parking
11. Implement Sustainability Measures

Informative

1. Approved following revisions

Southern Water Demolition
New address
CIL

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

Case Officer: Finlay Gardner Date: 12/05/2026

Authorised by: Louise Prew Date: 17/06/2026