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Development Management - Delegated Officer Report

Application Number: AWDM/0870/26 Recommendation – Approve

Site: 1-3 Ship Street, Shoreham

Proposal: Extension of outbuilding to create single storey dwelling.

Date of site visit: 2/10

Neighbours checked: Y

Additional neighbour notifications: N

Proposal, Site and Surroundings

This application relates to a single storey building in the rear curtilage of a 3 storey end of terrace building which has recently been converted into 3 flats, from offices, see history below. The outbuilding was formerly ancillary storage space to the offices. The site takes in land to the west of the building, the ownership of which is unknown. The relevant newspaper adverts etc. have been completed.

The site is landlocked with the gardens of Nos.5, 7, 9 and 11 Ship Street to its east and north, a block of 4 garages to its west behind Nos. 2 and 4 West Street and extensions and yard to the rear of Nos. 68 and 70 High Street.

The site is in the Shoreham conservation area but is not a listed building or in the curtilage of one. It is in an Archaeological Notification Area.

It is in Flood zone 1 and not at any known surface water flood risk. There are no protected trees on the site.

Permission is sought to extend and convert the outbuilding into a one bedroom bungalow. The existing building is in two parts with a higher part on the boundary with Nos. 9 and 11 Ship Street. It is proposed to replace this element and bring its height down to that of the new standing seam roof proposed for the building. An extension on its west side to a depth of 4.5 metres is also proposed. The new building will have a height of between 2.9 metres and 3.2 metres.

The same small gap to the north boundary is maintained and the extension will sit off the west boundary by between 200mm and 350mm.

An existing door in the east side wall will form the front door with a high level window added to this elevation also. Bi fold doors are to be added in the west wall. The bedroom in the extension will also have south facing bi fold doors onto a small garden area. The whole building is to be rendered and painted.

Access to the site is either through the frontage building or via a side passage and gate to the south of the main building also used by commercial properties

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and flats over on the High Street. Cycle storage and bin storage is shown within the curtilage.

Relevant Planning History

AWDM/0872/26 - Non-material amendment to approved AWDM/0122/26 to relocate bin and bike storage. Granted

AWDM/0122/26 - Alterations to the fenestration including replacement windows, Juliette balconies and cladding, reduced glazing to the ground floor. To accompany the approved change of use ref: NOTICE/0007/25. Granted

NOTICE/0007/25 - Application for Prior Approval for Proposed Change of use from commercial office (Use Class E) to 3no. independent dwellings (Use Class C3). 1no. two bed, three person ground floor dwelling and 1no. two bed, four person dwelling at each first and second floor. Prior Approval Required and Granted

SU/167/95/TP – Portacabin to rear. Granted

Consultations

Heritage Consultant:

The application relates to an existing single storey outbuilding positioned to the rear of 1–3 Ship Street, Shoreham-by-Sea. The wider site comprises the principal building fronting Ship Street, recently converted to residential flats, together with a rear backland area containing the outbuilding and adjoining open land. The outbuilding is utilitarian in character and occupies a discreet rear plot, set away from the principal public frontage and accessed via routes associated with 1–3 Ship Street.

The site lies within the Shoreham-by-Sea Conservation Area and also within an Archaeological Notification Area. The submitted Design and Access and Heritage Statement identifies that there are no nearby listed buildings whose setting would be materially affected by the proposal. The relevant heritage consideration is therefore principally the effect of the proposed works on the character and appearance of the conservation area, together with any archaeological implications arising from the proposed ground works. It should also be noted that, although the site is located within a historic area, the principal building at 1–3 Ship Street is a relatively modern building understood to date from approximately the 1980s. It does not convey any particular architectural or historic merit and therefore does not, in itself, make a notable positive contribution to the significance of the conservation area.

The proposal seeks planning permission for the extension and conversion of the existing outbuilding to form a single storey dwelling. The submitted information describes a one-bedroom unit of approximately 50.5 sq m, with associated private amenity space, permeable surfacing and revised access arrangements from both the alleyway to the side of 1–3 Ship Street and through the main building. The works would alter the existing backland

structure through a modest enlargement of its footprint, the introduction of new fenestration and a standing seam roof.

In heritage terms, the proposal must be assessed having regard to the statutory duty under section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990, which requires special attention to be paid to the desirability of preserving or enhancing the character or appearance of the conservation area. Relevant local policy includes Adur Local Plan Policies 16 and 17, which require development affecting heritage assets to respect its context, demonstrate a strong sense of place, and preserve or enhance the character and appearance of conservation areas.

For the purposes of section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990, special attention must be paid to the desirability of preserving or enhancing the character or appearance of the conservation area. The relevant designated heritage asset is the Shoreham-by-Sea Conservation Area. There are no listed buildings within the site and the applicant's statement indicates that the setting of nearby listed buildings would not be materially affected. As such, the principal heritage issue is whether the proposed extension and conversion would preserve or enhance the conservation area's character and appearance.

The conservation area appraisal identifies this part of the historic core as being characterised by small and intimate plots, terraced groups and rear garden/backland arrangements, with some rear frontages to Ship Street and Ropewalk containing walls and ancillary buildings. In this context, the presence of a small rear outbuilding is not inherently inconsistent with the historic grain of the area. The proposal would retain the single storey scale of the existing structure and would involve only a limited increase in footprint. Its backland location and restricted public visibility significantly reduce its ability to affect the wider townscape significance of the conservation area.

The main building at 1–3 Ship Street is understood to be a relatively modern building dating from approximately the 1980s and does not convey particular architectural or historic merit. The proposal therefore would not result in the loss of historic fabric or the erosion of a building that makes a strong positive contribution to the conservation area. The submitted scheme would regularise and improve the appearance of a modest rear structure, and the proposed residential use would secure ongoing maintenance of the building and adjoining land. The modest scale of the works, the retention of a single storey form, and the limited visibility of the site mean that the proposal is broadly consistent with the expectations of Adur Local Plan Policy 16, which seeks high quality development that respects its context and demonstrates a strong sense of place. Subject to appropriate control over external materials, detailing, rainwater goods, roof finish, fenestration and hard landscaping, the works would also accord with Policy 17 insofar as development within conservation areas is required to preserve or enhance character and appearance through a high standard of design and materials. In national policy terms, the proposal is to be assessed against the National Planning Policy Framework. Policy DP3 requires development proposals to respond to their context, including the history, character and features of the site and its

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setting, so that they integrate with and enhance their surroundings. It also expects development to create visually attractive, distinctive and characterful places through an appropriate palette of materials, design features and planting. In this case, the proposed works would retain the modest single storey form of the existing outbuilding, would be read within a discreet backland context, and would not disrupt the established public townscape of Ship Street.

Overall, the proposal is considered acceptable in principle and suitable for its site and setting. The development would preserve the character and appearance of the Shoreham-by-Sea Conservation Area and would satisfy the statutory duty under section 72 of the 1990 Act. It would also be consistent with the aims of Adur Local Plan Policies 16 and 17 and the relevant provisions of the National Planning Policy Framework.

The imposition of conditions could be considered to ensure design quality as required by local policy but are unlikely to affect the character and appearance of the conservation area due to the significant concealment of the development and its immediate contemporary setting.

Essex CC Archaeology:
The application is for an extension of outbuilding to create single storey dwelling.

The West Sussex Historic Environment Record (HER) shows that the proposed development is located in an area with the potential for significant archaeological remains to survive.

The site is located within the historic medieval core of Shoreham, as it was prior its expansion in the nineteenth and twentieth centuries, and denoted by an Archaeological Notification Area (HER DWS8591).

Archaeological works undertaken to the east of the proposals have uncovered medieval and post-medieval remains, including medieval pits containing burnt cereal grains, building material and pottery dating to the 13th – 14th century. The demolished remains of an eighteenth-century building and cobbled yard which had been replaced by a later nineteenth-century house were also identified (HER MWS6679).

The groundworks associated with the proposals have the potential to impact on significant archaeological deposits relating to the historic settlement activity identified in the vicinity, and the development of the town since the twelfth century.

Accordingly, I recommend a programme of archaeological monitoring and recording is carried out during groundworks associated with the proposals, to record any significant archaeological deposits that are impacted.

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To understand the potential for, and significance of, archaeological deposits impacted by the proposal, a programme of archaeological monitoring and recording is being recommended in line with section HE10 of the National Planning Policy Framework (2026) and Adur Local Plan Policy.

17. A recognised team of professionals should undertake the archaeological work. The archaeological potential beneath the site needs to be further understood by a programme of archaeological monitoring and recording; this could be outlined in further detail by a brief from this office to inform a Written Scheme of Investigation. In view of the above, I recommend that the following conditions are placed on any permission:

Archaeological Monitoring and Recording

(1) No development or preliminary groundworks of any kind shall take place until a programme of archaeological monitoring has been secured in accordance with a Written Scheme of Investigation which has been submitted by the applicant, for approval by the Local Planning Authority.

(2) The applicant will submit a final archaeological report or (if appropriate) a Post Excavation Assessment report for approval by the Local Planning Authority. This shall be submitted within 6 months of the date of completion of the archaeological fieldwork.

ADCAG:
*Members unanimously agreed to **APPROVE** this application. However, it was felt that perhaps it might be wise to accept the offer of an archaeologist to attend the Planning Committee meeting when covering this application to cover any emergence of archaeological finds.*

West Sussex County Council: The **Highways Authority**:

This application is for extension of outbuilding to create single storey dwelling. The site is located on Ship Street, an un-classified road subject to a speed limit of 20mph.

The proposed one-bedroom dwelling will not be provided with any vehicular access or off-street parking. As such, vehicular parking would have to be accommodated on-street or within nearby paid-for provision, as per the existing arrangement.

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Comprehensive parking restrictions are in place on nearby roads, prohibiting parking in places that would be detriment to highway safety. The LHA does not anticipate that the proposed nil car parking provision would result in a highway safety concern. However, the LPA may wish to consider the potential impacts on on-street parking from an amenity point of view.

The site is situated in a sustainable location within walking/cycle distance of local services, amenities, and public transport links. Cycle storage is proposed within the site curtilage but it is unclear whether this is proposed to be covered and secure. Details of the proposed 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, a condition securing cycle storage is advised.

WSP Drainage Consultants:

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 the extension of outbuilding to create single storey dwelling. The application is to Adur District Council.

Following a review of the submitted information, we have no objection on surface water grounds; however, we require information regarding formal surface water drainage for the dwelling. Therefore, due to the site, size, location, and type of development **we would recommend the approval of the application** with the following conditions:

Condition 1: Construction shall not begin until a detailed surface water drainage scheme for the site has been submitted to and approved in writing by the Local Planning Authority. The surface water drainage scheme must prioritise the use of source control Sustainable Drainage Systems (SuDS) in consideration of the Non-Statutory Technical Standards for SuDS and demonstrate no increase in flood risk as a result of the Proposed Development with sufficient supporting evidence provided to support its viability including supporting calculations for the 100% AEP (1 in 1 year), 3.33% AEP (1 in 30 year), 3.33% AEP (1 in 30 year) plus climate change, the 1% AEP (1 in 100 year) and the 1% AEP (1 in 100) plus climate change critical storms. The design should follow the hierarchy of preference for different types of surface water drainage disposal systems as set out in Approved Document H of the Building Regulations, and the recommendations of the SuDS Manual produced by CIRIA. Winter groundwater monitoring and winter infiltration testing to BRE DG365, or similar approved, will be required to support the design of any infiltration drainage. The scheme shall subsequently be implemented in accordance with the approved details before the development is completed.

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

Condition 2: The development hereby approved shall not be occupied until details of the maintenance and management of the sustainable drainage scheme have been submitted to and approved in writing by the Local Planning Authority. The drainage scheme shall be implemented prior to the first occupation of the development hereby approved and thereafter managed and maintained in accordance with the approved details in perpetuity. The Local Planning Authority shall be granted access to inspect the sustainable drainage scheme for the lifetime of the development. The details of the scheme to be submitted for approval shall include:

I. a timetable for its implementation.
II. details of SuDS feature and connecting drainage structures and maintenance requirement for each aspect including a drawing showing where they are located.
III. a management and maintenance plan for the lifetime of the development which shall include details of design life and the arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the operation of the sustainable drainage scheme throughout its lifetime. This will include the name and contact details of any appointed management company.

Reason: To ensure that the development achieves a high standard of sustainability and ensure the flood risk is adequately addressed for each new dwelling and not increased in accordance with NPPF and Policies of Adur and Worthing Council.

Southern Water:

Insufficient Information provided

Construction of the development shall not commence until details of the proposed means of surface water drainage disposal have been submitted to and approved in writing by the Local Planning Authority in consultation with Southern Water.

Due to legislative changes effective from 1st October 2011 regarding the ownership of sewers, it is possible that a sewer now deemed to be public could be crossing the development site. Therefore, should any sewer be found during construction works, an investigation of the sewer will be required to ascertain its ownership before any further works commence on site. If this happens, please call our Customer Service Desk on 0330 303 0119

For further advice, please contact Southern Water, Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX (Tel: 0330 303 0119)
Website: southernwater.co.uk or by email at:
SouthernWaterPlanning@southernwater.co.uk

Environmental Health: Hours of working condition required and details of a construction management plan.

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Representations 24 neighbours notified. One objection received:

- Absence of parking for the flats and new dwelling will worsen a bad situation.
- A sewer in the street has collapsed. It cannot cope with more dwellings.
- Where is the access? The side passage is used to transport coffins to the undertakers.

Relevant Planning Policies

Adur Local Plan 2017 Policies 2, 15, 17, 20, 28, 34, 36
Sustainable Energy SPD (August 2024)
Shoreham by Sea Conservation Area Character Appraisal & Management Strategy (ADC 2008)
'A Strategy for Shoreham Renaissance' (ADC 2006)
WSCC Guidance on Parking at New Developments (Sept 2020).
National Planning Policy Framework (August 2026)
Technical Housing Standards – nationally described space standard (DCLG 2015)
Circular 11/95 'The Use of Conditions in Planning Permissions' (DoE 1995)

Planning Assessment

Housing Delivery

An updated version of the NPPF was published on 17th August 2026. Paragraph 8 of Annex D states that Local planning authorities should identify and update annually a supply of specific deliverable sites. This should be sufficient to provide a minimum of five years' worth of housing, assessed against their housing requirement in the development plan, or against their local housing need (calculated using the standard method) where the development plan housing requirement is more than five years old. Paragraph 9 states that the supply of specific deliverable sites should 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. 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 version of the Framework published prior to December 2024, and whose annual average housing requirement is 80% or less of the most up to date up-to-date local housing need figure calculated using the standard method set out above.

Annex D also refers to the Housing Delivery Test, and makes clear that where the Housing Delivery Test indicates that delivery has fallen below the local planning authority's housing requirement over the previous three years, the following policy consequences apply:

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a. Where delivery falls below 95% of the requirement over the previous three years, the authority should prepare an action plan to assess the causes of under-delivery and identify actions to increase delivery in the future;
b. Where delivery falls below 85% of the requirement over the previous three years, a buffer of 20% should be added to the identified supply of specific deliverable sites. This is in addition to the requirement for an action plan;
c. Where delivery falls below 75% of the requirement over the previous three years, an evidenced unmet need for housing is deemed to exist for the purpose of applying policy S5(1)(j) in this Framework. This is in addition to the requirements for an action plan and 20% buffer.

The Adur Local Plan was adopted on 14th December 2017. Policy 3: Housing Provision makes provision for a minimum of 3,718 net additional homes in the period 2011 to 2032, equivalent to 177 dwellings per annum. As Adur District Council adopted its Local Plan more than 5 years ago the Five Year Housing Land Supply Position Statement uses a housing requirement based on the local housing need that is calculated by the standard methodology set out in the PPG.

Five year Land Supply:
The published land supply figures published in March 2026 using a base date of 1st April 2025 used a Standard Methodology figure of 549 which reflected the situation at that point in time.

This included a 20% buffer. It indicated a land supply figure of 3.2 years.

Housing Delivery Test:
On 17th August 2026 the Government published both the 2024 Housing Delivery Test measurement and 2025 Housing Delivery Test measurement.

The 2024 measurement indicated that Adur scored 37% which resulted in a presumption in favour of sustainable development.

The 2025 measurement indicated that Adur achieved 48% between 2022/23-2024/25 and therefore the presumption in favour of sustainable development applies. A Housing Action Plan will also be prepared.

Heritage/Visual amenity

The proposed development will not be visible from any highway. It is entirely confined to this backland area to the rear of this 1970/80's infill block. It is largely contained behind existing boundary walls and fences. The existing building is a modern flat roofed outbuilding, other than the small part to be removed. The proposed extension is modest in scale and continues the simple form of the building.

Given the significant concealment of the development and its immediate contemporary setting it is not considered that the development will harm the setting of the conservation area or general visual amenity.

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The site is in an Archaeological Notification Area and the comments of Essex CC are noted and the required condition recommended.

Residential amenity

The extension abuts garages to the west. To the north is the rear garden boundary of No. 11 Ship Street. That part of the building nearest the rear of Nos. 9 and 11 is the highest part of the existing building. This part is to be removed and replaced with an extension the full depth of 11's garden.

No. 11 has a tree and outbuilding inside their own boundary where the extension is planned, which is the end of 11's garden. It is not considered that the extension at 2.9 metres in height will result in any significant harm either in terms of overbearing impact or loss of light

A flat over No. 70 High Street has rear staircase access and a small platform at first floor which will overlook the site. The site will also be overlooked from the frontage building at 1-3. Given the town centre backland position overlooking of the site is unavoidable. It does not warrant a refusal on this basis. The bungalow itself will not cause undue overlooking of neighbouring properties.

Future Occupiers Living Conditions

This one bedroom bungalow provides 50.5 sqm of floorspace which just exceeds the requirements for a one bed, 2 person bungalow. A lawned area of 27sqm is available to the bungalow. This excludes the hard surface areas on the east and south side. This is generous in this town centre and appears larger than the gardens for 5, 7 and 9 Ship Street.

Sustainability

The Design and Access Statement accompanying the application states that *'the house is to be highly insulated, and water use will be regulated through having aerators fitted on tap heads, installation of a shower rather than a bath tub in the bathroom and installation of energy and water efficient washing machine and dishwasher appliances.'*

Flood Risk/Drainage

The site is in Flood Zone 1. Surface water drainage and the maintenance strategy for it are condition proposed in response to WSP and SW's comments.

Highways

No car parking is available to the bungalow. Cycle parking is available. The Highway Authority does not object to the lack of parking in this town centre, highly sustainable location.

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Conclusion

It is considered that this infill development will make good reuse of the site and contribute in a small way to housing need without causing any significant harm.

Recommendation

APPROVE

Subject to Conditions:-

1. Approved Plans
2. Standard 3 year time limit
3. Materials as specified
4. Details of archaeology
5. Details of surface water drainage
6. Details of SW management/maintenance
7. Details of CMP
8. Hours of working
9. PD removed
10. No windows on the north elevation of the extension.

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

1. The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.
2. SW sewer on site

Case Officer:	MOK	Date: 6/10
Authorised by:	Peter Barnett	Date: 6 October 2026