ADUR & WORTHING
COUNCILS

Debbie Marriage
DJM Town Planning

By Email

Our reference: AWDM/0954/25
Please ask for: Jo Morin
Direct Line: 01903 221350
Date: 23rd February 2026

Dear Debbie

Marine View, 111 Marine Parade, Worthing. Planning Application AWDM/0954/25: Change of Use to Large house In Multiple Occupation

Further to the Committee decision of 4th February to approve the above application, I am writing to highlight the Committee's wishes for additional matters to be included in the future the Management Plan under condition 3 of the permission, building on your draft version of November 2025.

For some of the following, it is likely to be a case of expanding points already described in your draft version or making them more explicit.

(i) An introductory statement of the intended tenancy status of residents (e.g. Assured / Assured Shorthold Tenancies) and an overview of the nature and extent of management needed to meet their needs and safety. To include a statement of intended outcome and effect of the Management Plan (e.g. to ensure harmonious living circumstances for residents and neighbours)

(ii) An explicit list of the rules of occupancy for individual residents to include conduct expected: no noise nuisance (giving examples such as, loud music or TV audible outside rooms or windows, shouting, loud conversations during outdoor smoking); maintaining common indoor and outdoor area in clean and tidy condition; consideration of neighbouring amenities and privacy.

(iii) How enforcement of infringements will be dealt with and importantly, how incoming residents will be made aware of this before taking up residence to e.g. as an explicit part of their occupancy agreement.

(iv) Management contact details to be visible at the site and communicated to neighbours.

(v) In the Management Plan the details of 24-hour telephone contact arrangements, explaining who will receives call, that there is a process for calls to be relayed to another person if the first person is unable to answer the call. How / by whom matters will be investigated and resolved and how this will also be communicated back to person making the enquiry and the timeframe for this

(vi) Door coding to all external doors and security arrangements for bin and cycle store

(vii) CCTV including retention of images (and careful avoidance of capturing images of neighbouring properties.

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(viii) Lighting – appropriate external lighting but sensitively designed with consideration to avoid light nuisance/pollution

(ix) Refuse collection arrangements to ensure that bins are not outside the storage area other than on collection days (and with regard to the Council's collection cycle which uses different collection weeks variously for general waste and recyclables)

(x) A statement that document will be reviewed and if necessary, its provisions revised to achieve greater effect.

I appreciate that your client's intention is for residents to occupy the HMO on Assured / Assured Shorthold Tenancies and that the Management Plan is intended to reflect this. In the event that the use were to be on a Temporary / Emergency basis, then a revised Management Plan will be required under the second part of condition 3. In that event I would highly recommend early discussion with the Council's Planning Team and Housing Officer as to the content of such a revised plan.

I trust this this will assist your client in preparing to submit the formal version under the condition in due course.

Yours sincerely

Jo Morin
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