

Development Management – Delegated Officer Report

Application Number: AWDM/0003/26 Recommendation: APPROVE

Site: Site of 34 and 36 Crabtree Lane, Lancing, West Sussex

Proposal: Change of use of part of ground floor shop with single storey rear extension to create a one bedroom flat. Loft conversion with rear dormer to create a 4-bedroom HMO. Extended shopfront to boundary.

Date of Site Visit: 3rd March 2026

Neighbours Checked: Y

Additional neighbour notification: N

Proposal, Site and Surroundings

The application site is a mid-terraced former newsagent with flat above on the north side of Crabtree Lane. There is rear access to the site via a secondary access road/lane with amenity/garden space directly to the rear of the building. There is an existing flat roof rear, single storey extension associated with the retail use.

The property is within a Local Shopping Parade. The ground floor is currently vacant, previously a newsagent retail use. There is a shopfront with separate rear access to the first floor. This is a mixed use parade with retail and other commercial uses with active frontages.

Consent is sought to adjust the existing shop front to bring the unit forward flush with the property frontage, the shopfront is currently built at an angle as a design feature. A new entrance door is proposed adjacent to the shopfront to the west side leading to the first floor. A 4 bedroom HMO is proposed within the existing first floor and within the roof space which is to be converted. A rear flat roof dormer is proposed with front roof lights.

The rear section of the existing shop is to be converted to a one bedroom flat. This includes the existing rear extension and an additional single storey rear extension which will infill to the side of the existing extension to enlarge this space. A lean to roof will be added with roof lights over the entire space. There is an existing redundant single storey projection adjacent to the western boundary of the site. This will be removed. This flat will be accessed from the rear of the site and will have sole use of the rear amenity space.

Amended plans have been received to show a communal space for the HMO and changes to the kitchen to meet the requirements of Private Sector Housing. The amended plans also show a reduction in the width and height of the proposed dormer and provision of cycle and bin storage.

Representations: - None received.

Consultations

Adur and Worthing Council: - Environmental Health: -

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

Construction work shall not commence until a scheme for protecting the residential units above and adjacent to the commercial unit, which is the subject of this application, has been submitted to and approved by the local planning authority. All works which form part of the scheme shall be completed before the development opens for business. The scheme shall be designed to achieve a minimum airborne sound insulation value of 48dB (DnTw+Ctr dB) for walls. Following approval and completion of the scheme, a test shall be undertaken to demonstrate that the attenuation measures proposed in the scheme are effective and achieve the specified criteria. Should this test show that the criteria has not been complied with and notwithstanding the development hereby approved, a further scheme of attenuation works capable of achieving the criteria shall be submitted to and agreed by the Local Planning Authority and completed within 3 months of the installation and thereafter retained.

Private Sector Housing: -

The Private Sector Housing Team is responsible for licensing Houses in Multiple Occupation and for ensuring that minimum standards are met and hopefully exceeded to ensure units of accommodation are not detrimental to the health of the occupants.

We object to this application because it is seeking to create a "shared house / flat" style HMO without providing sufficient sized communal arrangements for socialising together and sufficient space for safe and healthy cooking.

Our compliance guide for Houses in Multiple Occupation states "*For shared houses you will need to provide a dedicated space for the occupants to sit down and socialise/consume meals, should they wish. This can be within the kitchen or a*

separate living space but should be proportionate to the number of occupiers using the space". Furthermore, there must be "A section of worktop 500mm wide by 600mm deep or 1000mm wide by 300mm deep per occupant". This will not be possible to achieve in a kitchen 1.9M x 2.4M.

It is also noted that any ground floor flat occupant could not escape their bedroom in the event of a fire without passing through the lounge / kitchen which is the most likely location for one to arise. Consideration of this risk should be incorporated into future design.

In summary, we object to this application because it is not designed in a manner which would reach minimum standards which are clearly laid out in our compliance guide for Houses in Multiple Occupation.

Following Amendments: - The amended plans satisfy my concerns but there needs to be some careful design of the kitchen to ensure that all the requirements of our HMO compliance guide are met.

<https://www.adur-worthing.gov.uk/media/Media,170173,smxx.pdf>

The ground floor window provides sufficient means of escape.

Flooding and Drainage Consultants WSP: - Following a review of the submitted information, we have no objection on surface water grounds. Due to the site, size, location, and type of development we **would recommend the approval of the application** with the following informatives attached: -

Informative 1: We have identified the site is adjacent to a surface water flood risk, therefore appropriate flood resistance measures should be considered within the development.

Informative 2: The applicant should consider the use of SuDS (such as rain planters and water butts) where possible, within their drainage strategy to provide runoff betterment.

Southern Water: -

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>

It appears that the developer is intending to build-over/close-to a public foul sewer which is crossing the site. Building over a “public sewer” is not normally permitted by Southern Water. An investigation of the sewer is required to confirm its size and depth, ascertain its condition, number of properties served and potential means of access before any decision can be made as to whether it would be acceptable for Southern Water to allow building-over/close-to the sewer. The length of sewer to be built over under the terms of Part H of the Building Regulations dictates that the matter is determined by the sewerage undertaker, which in this case is Southern Water. The Adur & Worthing Council Portland House 44 Richmond Road Worthing West Sussex BN11 1HS Your ref AWD/0003/26 Our ref DSA000050220 Date 12th January 2026 Contact Tel 0330 303 0119 Southern Water, Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX southernwater.co.uk Southern Water Services Ltd, Registered Office: Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX Registered in England No. 2366670 conditions and application associated with the build-over/close-to a public sewer are available at Southern Water's Get Connected service: <https://developerservices.southernwater.co.uk>

Condition In order to protect drainage apparatus, Southern Water requests that if consent is granted, the following condition is attached to the planning permission; prior to the commencement of development, the developer must advise the local authority, in consultation with Southern Water, of measures which will be undertaken to protect the public sewers. 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. For further advice, please contact Southern Water, Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX (Tel: 0330 303 0119).

Lancing Parish Council: - Support this application

Relevant Planning Policies

Adur Local Plan 2017 Policy 1, 2, 4, 9, 15, 20, 27, 28, 34, 35 and 36
'Supplementary Planning Guidance' comprising: Development Management Standard No.1 Space Around New Dwellings and Flats.
Development Management Standard No. 2 Extensions and Alterations to Dwellings.
Technical Housing Standards - Nationally Described Space Standard.
National Planning Policy Framework (December 2024)
WSCC Guidance on Parking at New Developments (Sept 2020).

Planning Assessment

Principle

The principle of development can be supported as it retains a retail unit with active frontage within the local shopping parade. It gives rise to the provision of residential accommodation within a sustainable location. For consideration here is the impact of

the development upon the character and appearance of the locality, residential amenity, future living conditions of the occupiers, highways matters, refuse and drainage.

Impact upon the Character and Appearance of the Surrounding Locality and Visual Amenity

The proposed changes to the shopfront, including bringing it forward flush with the property frontage and the new entrance door to the HMO, will not harm the character and appearance of the existing building and street scene. The shopfront will match those along the parade and there are other examples of side entrance doors leading to the first floor accommodation.

The rear of the parade is visible from the access track to the rear of the site, also from properties in Orchard Avenue and First Avenue which are positioned to the rear.

There are other examples of single storey rear extensions within this parade. Some more traditional features, others more recent additions both flat and pitched roof design of various depth. The infill to the side of the existing projection and addition of lean to roof with roof lights will not result in any harm to the character of the property of street scene. The design will be an improvement on existing and the removal of the redundant extension to the rear on the west side will be an improvement. The rear of the site will be used as amenity space with refuse and cycle storage therefore a visual improvement.

The dormer would be visible from the neighbouring residential properties to the north, from the rear of these properties, it will be visible within the context of the existing secondary access road. There will be indirect views from First Avenue and Orchard Avenue. There is another dormer as existing on the rear of the parade, this is flat roofed and smaller than that proposed. The proposed dormer is wide within the context of the existing roof slope. However it has been amended to provide a more central position and it is set up the roof slope.

There are other examples of flat roof dormers visible to the north. On balance, due to the limited visual impact here this is considered acceptable. It is noted that this consent would set a precedent for other similar dormers on the rear of this parade. However this is a secondary frontage facing the rear/side of other dwellings. It would have no greater impact here than rear dormers which could be built under permitted development to the rear of the site. The dormer has been reduced and this is balanced with the requirement of providing adequate accommodation for the HMO and not compromising on the space provision.

Bricks and tiles will be used to match existing for the extension and dormer.

Residential Amenity

The main properties to be affected are those either side of the site. To the east is a food outlet with a single storey flat roof extension this is not as deep as the existing extension at the application site, there will be no impact in this case.

To the west where the infill is sited, adjacent to the boundary is a lean to extension which was permitted under AWDM/0726/18; a similar development which accommodates a flat to the ground floor. The proposed extension will project 1.3 metres beyond the rear of the extension at no. 38. This is acceptable as it complies with Development Management Standards which allow for up to 3.5 metres beyond the rear of an adjacent dwelling. In this case therefore there will be no loss of light or overbearing impact in this case. The residential use at ground floor and use of amenity space will cause no harm to adjacent occupiers this is also the case with the use of the first and second floors as residential. This is a mixed use area where commercial and residential uses are combined. To safeguard existing amenity building regulations compliance will be required and also the condition as set out below to provide suitable noise insulation.

The proposed dormer will overlook the side of properties and gardens to the rear. There is no direct overlooking that would warrant a refusal in this case.

Living Conditions of the Future Occupiers

The new ground floor flat to the rear of the site has an entrance hall, kitchen, dining space, bedroom and shower room. The flat is 40 metres squared, therefore meeting the minimum space standards for a single person flat. The rear windows and roof lights provide light and outlook to the habitable rooms. It is noted that the kitchen space is within the existing building set back from the openings to the rear. However as this is semi open plan there will be borrowed light here from the rear openings and also the roof light above. The roof light if opening could also provide ventilation. Mechanical ventilation would also be required here under building regulations. Private Sector Housing did not highlight this as a concern.

There is private amenity space provision and refuse and cycle storage. It is considered that this provides satisfactory accommodation for the future occupiers of the site.

The 4 bedroom HMO is provided at first and second floor. Two bedrooms, ensuite, kitchen and communal room at first floor and two bedrooms and a shower room in the roof space. Amended plans have been received which show the communal dining space and changes to the kitchen to comply with the Council's HMO compliance guide. Private Sector Housing have advised that they can support the proposal as amended. The noise condition and compliance with Building Regulations will allow for a suitable development here which protects the amenities of the future occupiers of the building.

The occupiers of the HMO will have refuse and cycle storage provision to the rear of the site, access will be via the road to the rear of the site.

Retail Provision

The retail provision here will be retained, the existing, unused facility will be refurbished with a new shopfront. Although it will be reduced in floor area it still represents a suitable space providing a commercial unit which will contribute to the vitality and vibrancy of this shopping parade.

Highways

The site is within a sustainable location within easy walking distance of Lancing Station to the south. Crabtree Lane is also on a bus route, Cycle parking is to be provided for the HMO and flat to the rear of the site accessed separately along with bin storage.

Drainage

There are no objections on surface water grounds some informatives have been added in relation to drainage. There are also requirements of Southern Water which the applicant's agent has advised that he will comply with. These have been added as informatives for completeness.

Recommendation

APPROVE

Subject to Conditions:-

1. Approved Plans
2. Standard 3 year time limit
3. Materials to match existing
4. No additional windows on the east or west elevation of the extension.
5. Cycle and refuse space provision.
6. 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 and to accord with Policy 15 of the Adur Local Plan.

7. Construction work shall not commence until a scheme for protecting the residential units above and adjacent to the commercial unit, which is the subject of this application, has been submitted to and approved by the local planning authority. All works which form part of the scheme shall be completed before the development opens for business. The scheme shall be designed to achieve a minimum airborne sound insulation value of 48dB (DnTw+Ctr dB) for walls. Following approval and completion of the scheme, a test shall be undertaken to demonstrate that the attenuation measures proposed in the scheme are

effective and achieve the specified criteria. Should this test show that the criteria has not been complied with and notwithstanding the development hereby approved, a further scheme of attenuation works capable of achieving the criteria shall be submitted to and agreed by the Local Planning Authority and completed within 3 months of the installation and thereafter retained.

Reason: To safeguard the residential amenities of the adjacent occupiers and to accord with Policy 15 of the Adur Local Plan.

Is recommendation contrary to letter(s) of representation N

1. Proactive with amendments
2. The applicant is advised that the site is adjacent to a surface water flood risk, therefore appropriate flood resistance measures should be considered within the development.
3. The applicant is advised to consider the use of SuDS (such as rain planters and water butts) where possible, within their drainage strategy to provide runoff betterment.
4. The applicant is advised that 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:

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5. It appears that the developer is intending to build-over/close-to a public foul sewer which is crossing the site. Building over a "public sewer" is not normally permitted by Southern Water. An investigation of the sewer is required to confirm its size and depth, ascertain its condition, number of properties served and potential means of access before any decision can be made as to whether it would be acceptable for Southern Water to allow building-over/close-to the sewer. The length of sewer to be built over under the terms of Part H of the Building Regulations dictates that the matter is determined by the sewerage undertaker, which in this case is Southern Water. The Adur & Worthing Council Portland House 44 Richmond Road Worthing West Sussex BN11 1HS Your ref AWDM/0003/26 Our ref DSA000050220 Date 12 th January 2026 Contact Tel 0330 303 0119 Southern Water, Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX [southernwater.co.uk](https://www.southernwater.co.uk) Southern Water Services Ltd, Registered Office: Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX Registered in England No. 2366670 conditions and application associated with the build-over/close-to a public sewer are available at Southern Water's Get Connected service: <https://developerservices.southernwater.co.uk>
6. The developer must advise the local authority, in consultation with Southern Water, of measures which will be undertaken to protect the public sewers. 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. For further advice, please contact Southern Water, Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX (Tel: 0330 303 0119).

7. There needs to be some careful design of the kitchen to ensure that all the requirements of the Council's HMO compliance guide are met.

<https://www.adur-worthing.gov.uk/media/Media,170173,smxx.pdf>

Case Officer: Hannah Barker

Date: 16th March 2026

Authorised by: Peter Barnett

Date: 17 March 2026