Expiry Date - 23/06/2025
Extension of Time -

Development Management – Delegated Officer Report

Application Number: AWDM/0524/25 Recommendation: – APPROVE

Site: 11 Montague Place Worthing West Sussex BN11 3BG

Proposal: Change of use of part ground floor and upper floors from commercial (Class E) to four self-contained residential units (Use Class C3) with shopfront alteration

Application Number: AWDM/0525/25 Recommendation: – APPROVE

Site: 11 Montague Place Worthing West Sussex BN11 3BG

Proposal: Listed Building Consent for new shopfront and internal alterations including removal of section of fourth floor, new walls and demolition of walls for new doors (in conjunction with the partial change of use to residential)

Introduction

This report covers the above applications for both planning permission and listed building consent.

Date of Site Visit: various

Neighbours Checked: Y

Additional Neighbours Notified: N

Site and Surroundings

The application property comprises a retail/commercial unit (Class E) of this Grade II Listed Regency, 4-storey mid-terrace building fronting the west side of Montague Place.

The property was Listed in 1949 together with Nos 12-14 (cons) described as follows:-

MONTAGUE PLACE 1. 5406 (West Side) - No 11 11.10.49. Nos 12 and 13 TQ 1402 SE 4/12 - No 14 II GV 2. 1802-1805. 4 storeys (Nos 11 and 12 with attic and Nos 12 and 13 with semi-basement). Stuccoed. Curved fronts with window of 3 lights. Nos 11 and 12 have one additional window over the door. Cornice with modillions. No 14 has a parapet and no modillions. Iron balconies on 1st floor (that from No 14 missing). Nos 12 and 14 formerly had hoods to these balconies. Round-headed doorways. Glazing bars intact except on the ground floor. Modern shop fronts to Nos 11 and 14. No 12 has no shop front and therefore is as designed. The glazing bars

are intact even on the ground floor. Hooded balcony with thin wooden columns supporting the hood. Recessed roundheaded doorway up 5 steps with semi-circular fanlight and 6 panel moulded door, the top panels cut away and glazed. No 13 has lost some of its glazing bars on ground floor and has had this window slightly enlarged downwards. Its balcony has no hood. The doorway is similar and the door intact. Nos 10 to 14 (consec.) forms a group. Listing NGR: TQ1479502398

No.10 Montague Place adjoining to the north was subsequently Listed in 1976, and forms part of the group, also dating from 1802-05.

The site is located within the South Street Conservation Area.

The site is within town centre within the secondary shopping frontage and Montague Street town centre character area.

Proposal

The application proposes the conversion of the E Class premises to E class at lower ground floor, and part ground floor and four flats.

The application which has been amended since originally submitted includes:

Lower ground floor

The lower ground floor will comprise E class space (68.4sqm), with the existing rooms and access to rear courtyard retained. The existing stairs to ground floor will be moved to a central location.

Ground Floor

The ground floor will comprise E class space to the front with a one-bedroom flat (Flat 1) to the rear.

The ground floor commercial will comprise 22.3sqm giving a total commercial unit of 90.7sqm.

The front door to the commercial property will retain the existing door.

The flats will be will provided with a new entrance to the northern side of the building with a new traditional door accessed via steps to the piano nobel level. A new hallway will be formed behind at ground floor. Flat one will be accessed from the hallway. The proposed 1 bedroom flat would be approx 72sqm and comprise a kitchen, living room and bedroom (14.5sqm). A shower room would be provided off the kitchen. Both the bedroom and living room have windows to the rear (west). The bedroom would have a spiral staircase to study area above. Exisiting doors to this former hallway and wc will be retained but not used.

First floor

The first floor would comprise a further 1 bedroom flat (45sqm) with openplan living room/kitchen and a bedroom (12.1sqm) with shower room. A door to the landing will be blocked up and the door between the living room and bedroom will be moved. As existing there will be a door from the bedroom to the flat roof terrace at the rear.

Second Floor

The second floor would comprise a 1 bedroom flat (45sqm) similar in size and layout to the flat on the first floor. The existing door to the landing would be blocked up and a new door inserted between the living room and the bedroom. A shower room would be formed.

Third Floor and fourth floor

The third and fourth floors would comprise a further flat (88sqm) with kitchen, living room and bedroom (15.9sqm) on the third floor and shower room and storage on the fourth floor.

Original doors and heritage assets will be retained

A fire risk statement demonstrates functional compliance with Approved Document B (ADB) and alignment with the risk based principles of BS 9999 and BS 9991.

Secondary glazing system consisting of 6mm standard clear glass to be added to existing windows.

Replace the existing wall ventilators with an acoustic wall ventilator with an outlet in the roof

A flood Risk Assessment was submitted and evacuation plan

Relevant Planning History:

AWDM/1449/21 - Listed Building Consent for replacement shopfront
STATUS: Application Permitted 17th November 2021.

AWDM/1455/21 - Replacement shop front
STATUS: Application Permitted 17th November 2021.

Consultations

WSP

Since our previous response, the applicant has provided an Addendum to the Flood Risk Assessment (Ref: P0426, dated 28 April 2026) which provides further justification and clarification around the existing risk to the site and details on how the proposed development will be safe from surface water flood risk. A Flood

Evacuation Plan (Ref: P0425, dated 28 April 2026) has also been provided, that details a safe evacuation route for future occupiers of the development.
Therefore, 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**.
Informative
We have identified the site is adjacent to an area of surface water flood risk. A Flood Risk Emergency Plan has been created but we would advise that this is updated to include details of emergency supplies that should be kept by occupiers in preparation for flood events.

Simon Richard - Heritage Consultant

Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 confers a statutory duty to LPAs when considering whether to grant listed building consent, to have special regard to the desirability of preserving the listed building or its setting or any features of special architectural or historic interest which it possesses.

Section 66 of the Planning (Listed Buildings and Conservation Areas) Act 1990 confers a statutory duty to LPAs when considering whether to grant planning permission, to have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses."

Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 confers a statutory duty to LPAs when exercising planning functions, to pay special attention to the desirability of preserving or enhancing the character or appearance of that area."

The LPA's duties are reinforced within Section 16 of the NPPF, Heritage assets range from sites and buildings of local historic value to those of the highest significance, such as World Heritage Sites which are internationally recognised to be of Outstanding Universal Value. These assets are an irreplaceable resource, and should be conserved in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of existing and future generations.

As such, when considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance. Other elements held within Section 16 will also be considered as will Local Policy.

11 Montague Place is part of an early 19th century terrace designed in the classical style and built over 5 storeys. The ground floor has been subject to significant alterations to form a ground floor commercial shop unit the extends to upper floors of the building.

The proposal seeks listed building consent to carry out a number of alterations relating to the formation of 4 flats and a commercial unit from the existing solely commercial use.

It is noted that some details regarding secondary glazing systems have been supplied but as per historic England advice note 16 secondary glazing systems do not require LBC and as such no comment shall be made in respect of this.

Whereas it is acknowledged that the town centre location and size of the building does indeed lend itself to conversion there are a number of issues that require revision. In terms of the external appearance and the new use, this gives rise to an opportunity to reinstate a more historically accurate residential entrance in place of the window that is proposed to be removed. There appears to be no reason why the residential entrance could not form a curved access way with rising steps to the Piano Nobel level as seen on the neighbouring no12, further historical research could confirm appearance. The proposed doorway arrangement is neither suitable nor of an appropriate architectural design or quality and as such requires considerable revision.

In terms of the general principle, it is noted during the site visit that some fire breaks were present in the stairwell as was a hardwired fire alarm system, however it is not clear as to the extent of sound proofing, fire proofing (including fire doors and enclosures) and other similar works would be required as part of the conversion, these would have potential impacts upon historic and architectural interest. How will ceilings be retained? What materials would be used?

Although some areas have already been subjected to alteration the proposal appears to not make use of these apertures and simply create new ones, further encouraging loss of plan form and legibility. Original doors appear to be present as does some architrave. It is accepted that the doors have been over boarded but will these be retained or removed and replaced?

The removal of the top floor structure to create and open void down to the accommodation below is not acceptable not least as it would result in a loss of lateral restraint and most likely lead to the widespread failure of the roof structure. Further to this it would also result in a redundant door and window, serving no room as such, and be wholly unjustified.

It is accepted that a form of commercial and residential mixed use is probably the most viable outcome for the building, however the design should be reviewed to ensure it responds to the buildings historic and architectural interest. Whereas it is agreed that much of the buildings architectural interest is based upon its external aesthetic that is not to say that the internal aspects of the building are of no value, this is where the scheme does not adequately justify the works proposed, nor are the works proposed sufficiently detailed to identify all potential impacts. Can a revised scheme reveal or reinstate historic and architectural interest? Are we keeping doors? Are we keeping or reinstating ceilings? Would a lower density development allow for a more sympathetic result? The Act does not differentiate between internal and external and as such

a thorough assessment and informed proposal is required.
At this stage it is suggested that the applicant thoroughly revise the scheme to address the points of concern raised above.

The revisions submitted have made good progress towards an acceptable scheme in relation to heritage matters.
However, the schedule of retained historic fabric contains too many ‘ifs and maybes’, largely due to no fire strategy being set out and thus not being fully aware of what can be retained and what will require containment or indeed replacement. This has a direct impact on the heritage values of the building. For example the fire requirements for the proposed may involve the loss of a historic door, but many doors are quite thin, so can a like for like realistically be achieved? Can those doors be retained with a revised approach providing a strategy of strong early warning or indeed suppression to avoid the need to lose historic doors and other materials. Would a decrease in the number of units proposed provide any form of advantage?
As previously detailed the proposal presents good potential for an ongoing viable use for the Grade II Listed building and as such the principle is supportable. But the scheme doesn’t hold sufficient information, that the council could provide a consent that would ultimately allow works to proceed. To do so would involve a considerable number of pre-commencement conditions or further applications at a later date. This would result in no progress in the short to medium term.
Turning to other points, the revised door entrance is supportable but the detail drawing is not of sufficient detail or appropriate scale. 1:2 sections and 1:10 elevations of the door and fanlight (separately) will be required and a 1:5 section of the door entrance and steps etc. The submitted section of the door for example shows the door to be one continuous piece of wood, no horizontal section has been supplied either, this is not sufficiently accurate. Details of finishes, and surrounding architrave, door frame mouldings should also be included.
In summary it is suggested:
• the application is reviewed by a qualified fire safety professional so a clear fire strategy can be developed, this will allow the LBC application to accurately take into account any fire prevention actions or modifications required without speculation.
• The drawings are fully reflective of what is proposed with the main entrance details updated as detailed above

16.04.26
Further amendments have been submitted that seek to address the concerns raised above.
The revised drawings have confirmed that existing fire doors are to remain and as such no further door replacement is required. As such the impact of the proposed is considered to be neutral.
However no fire assessment has been supplied as previously requested in order to ensure that no further works are required such as lining of ceilings or a new fire alarm system.
The council is mindful that a change of use and conversion from commercial to residential will instigate a requirement to comply with Building Control

regulations as such works within this consent needs to reflect what is genuinely required.
Drawing number A24-A shows a through section of the proposed new stepped entrance. Unfortunately, it is of insufficient detail with the section of the door not showing adequately the recessed panel design or the size of associated rails. Further to this the steps are not showing a specific materiality and the railing design is incomplete lacking any spindles/baulestrades.
Whereas the general theme of the drawing is in the right direction the level of detail is insufficient. As a Grade II Listed Building both local and national policy held within Section 16 and policy DM24 require a high standard of quality and the use of appropriate materials.
At this stage the applicant can revise the information provided to demonstrate the necessary detail.

21.05.26

It is noted that the new fire report has detailed that the proposed is satisfactory in fire safety terms and as such it is accepted that further works will not be required over and above what has already been specified.
Once again the details for the door entrance arrangement are an improvement but still insufficient in terms of detail. In order to make progress a number of conditions shall be applied to the recommendation to ensure the quality of the joinery, steps and railings that in combination form the entrance.
As a point of advice the steps to the neighbouring number 12 would form a good reference, utilising a bullnose to each step and slender railings should form the hand rails. The proposed door and the rails and stiles that form it are inadequate and the proposed drawing appears to have the details of a proposal from 2005 upon it. The sections are not sufficient and do not show the frame or surrounding context sufficiently
Nevertheless, not withstanding these issues, the principle of the proposal and that works now proposed internally are considered to comply with both local and national policy. Whereas some works internally may involve some loss of historic fabric, this has been minimised, furthermore the proposal would provide some mitigations through reinstatement of previously lost details (the residential entrance) , addressing housing shortfall and providing an ongoing viable use that will serve to preserve the significance of the Grade II Listed Building. It is also noted that the historic interest of the interior and the level of completeness is relatively low, having been subject of a significant number of alteration previously. The buildings significance is mainly focussed on its streetscape contribution as part of a historic terrace and the associated evidential, historic and communal values that accompany that interest.
Having regard to Sections 16(2) and 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, the proposal, as amended, is considered to preserve the special architectural and historic interest of the Grade II listed building by virtue of providing a use and appearance. The low level of less than substantial harm caused is mitigated sufficiently by way of use aand reinstatement. The scheme therefore accords with Policies **DM23** and **DM24** of the Worthing Local Plan and paragraphs 135,213 and 215 of the NPPF.

Conditions

1) No works to the new entrance door shall commence until detailed drawings of the door have been submitted to and approved in writing by the Local Planning Authority. The details shall include:
• 1:2 scale vertical and horizontal sections;
• 1:10 scale elevations;
• full profiles of rails, stiles, panels, mouldings and glazing bars;
• details of door frame, architrave and fanlight and the relationship with the surrounding structure.
One approved the development shall be carried out in full accordance with the approved details and retained as such thereafter.

2) No works to the entrance steps shall commence until detailed drawings have been submitted to and approved in writing by the Local Planning Authority. The details shall include:
• 1:5 scale sections through the steps and threshold;
• specification of materials, finishes and method of construction;
• details of nosing (including bullnose profile) and junctions with the building.
One approved the development shall be carried out in full accordance with the approved details and retained as such thereafter.
3) Prior to manufacture and installation of the entrance railings/handrail, detailed drawings shall be submitted to and approved in writing by the Local Planning Authority. The details shall include:
• 1:5 scale elevations and sections, showing relationship to the surrounding structure;
• balustrade/spindle design, spacing and fixing method;
• material specification and finish.
One approved the development shall be carried out in full accordance with the approved details and retained as such thereafter.
Reason: To ensure the quality of the proposal is realised and accords with policy DM24 of the Worthing Local Plan
4) Prior to commencement of works a full methodology detailing the works to the interior and exterior of the building shall be submitted to the local planning authority for approval. The schedule shall include material and methodology for all aspects that will have an impact upon heritage values. Once approved the works shall be carried out in accordance with the schedule.
Reason: to ensure the works hereby approved are carried out in an appropriate manner utilising appropriate materials in order to preserve the listed building and to comply with policy DM24 of the Worthing local plan
Note, Drawing A24 (including all revisions) is not approved

The Worthing Society

No comments received

Environmental Health Private Sector Housing
I confirm that, subject to:

a) the area designated as 'study area/storage' in flat 1 on the proposed first floor plans not being used as a sleeping space; and
b) the window from the ground floor bedroom window in flat 1 on the proposed ground floor plans complying with escape window requirement, the revised plans have addressed the concerns previously identified

Environmental Health (Public Health)

I have had a look at the acoustic report. I am not sure where the weather data was taken from during the survey period, but the weather summary does not match up with what is measured at Worthing Pier a few hundred meters from the measurement location, this is a coastal position. .

There was heavy rainfall around the time they marked spurious measurement data on the recordings they made.

There were also extended periods of high wind on the 22nd and 23rd of July.

Typically noise measurements are not taken when wind speeds go above 10m/s because of the effect of the wind on the microphone. The wind direction at this time was typically from the W to SW so there may have been some screening of the microphone from the buildings and it does not appear to have made any noticeable impact on the monitoring data which looks fairly steady over the week. I have made this point to emphasise the need to measure weather data at the measurement position rather than rely on data from elsewhere when undertaking long term unmanned noise surveys.

Looking at the acoustic report, the author recommends secondary glazing to the front of the property to achieve the internal noise standards. Windows at both the front and back of the development need to remain closed to achieve the noise standards. The acoustic report advised that it is understood that acoustically treated trickle ventilation will be provided using passive wall ventilators. With regards to overheating the report states:

My concerns are that the rear bedrooms are only going to get passive ventilation and there is a good chance windows will be opened at night for thermal comfort. Which means the internal noise levels will not be met and there is a chance that complaints may be made about the plant on the roof that is serving Marks and Spencers. The acoustician has provided 8 hour data, there is no breakdown on the plant noise over a shorter period or whether it would pose a nuisance to the new development. Agent of Change. Furthermore, no alternative ventilation is offered for the rooms facing Montague Place, which require secondary glazing because of the external noise environment. Therefore, windows will have to be open for ventilation and to avoid overheating which will massively exceed the internal noise levels set by BS8233. Its bad acoustic design.

Following the submission of a ‘Mechanical Ventilation Strategy’ there were no further objections subject to the relevant condition to ensure that the interventions are provided.

Planning Applications Highways

Currently the site does not benefit from a vehicular access point, or parking provision. The proposed change of use would not alter these arrangements. The WSCC parking demand calculator would expect that three parking spaces would be required for a development of this size and location. However, the LHA acknowledge the sustainable location of the proposed dwellings, within the town centre, with a variety of shops and services within the immediate vicinity. The LHA would request that secure and covered cycle storage be provided to encourage sustainable transport methods, however, given the site constraints, this is not likely to be possible, and the LHA would not insist upon this given the site location. The LPA may wish to consider whether cycle storage can be provided.

The proposal is not anticipated to result in a material intensification of use of the existing site and surrounding road network, given the town centre location and that staff and customers of the existing retail use would arrive on foot.

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.

Southern Water

Neighbour Representations

None received

Relevant Planning Policies:

Worthing Local Plan policies (WBC 2023): SP1, SP2, SP3, DM1, DM2, DM5, DM6, DM13, DM16, DM17, DM18, DM22, DM24
National Planning Policy Framework (2026)
National Planning Practice Guidance
Guide to Residential Development SPD;
Space standards SPD
Sustainable Economy' (WBC 2012)

Planning Assessment:
The principal issues raised by the planning application proposal are:-

- Principle of residential conversion and loss of employment use.
- Impact on the integrity of the design of the property and in particular the special character of the Listed Building.
- Impact on the amenity of future occupiers and neighbours
- Access and parking
- Flooding and drainage

- Sustainability

Principle

The site is located within a highly sustainable location, in the heart of the town centre with access to town centre facilities and shopping, and accessible to public transport.

The site lies within the secondary shopping frontage of Worthing town centre. Policy DM13 indicates that Changes of use and redevelopments within town, district and local centres will be carefully controlled to ensure that they support, rather than detract from, the successful functioning of the centres and their ability to meet local needs according to their function in the hierarchy.

In relation to upper floor uses conversions should not *undermine the viability of the unit on the ground floor'*

Policy SS3 (Town Centre) of the Local Plan which seeks to *'Improve and increase the mix of uses in the Town Centre particularly retail, employment, community, residential, leisure, recreation, cultural and tourist facilities through maximising development around key development sites and through the more efficient use of existing sites.'*

A mixed use is considered to be an appropriate form of development in the town centre the remaining ground floor unit is sufficiently large to be viable, with rear access retained. The proposal would provide 4 x 1bed flats making a small contribution towards increasing housing supply.

The proposal should principally be assessed in relation to the presumption in favour of sustainable development as set out in the NPPF and weighed against the effects of the development proposal on the listed building, character and appearance of the area, the effects on living conditions for existing and future occupiers, flooding, and highway and parking considerations.

Impact on the integrity of the design of the property in particular the special character of the Listed Building and conservation area

The relevant consideration is the effect of the development on the historic character of the Listed Buildings, their setting and any special features of architectural and historic character that they possess.

Policy HE6 of the National Planning Policy Framework is clear that when considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation.

This is reflected in policy DM24 of the Worthing local plan at para d) which states

Planning permission and/or Listed Building consent will only be granted provided that the appearance, significance, or historic character of the Listed Building is not adversely affected. The reinstatement or replication of original features such as windows or doors will be supported. Materials used must be

consistent with those originally used or typical of the locality. Change of use may be supported where this secures the retention of a building of historic architectural interest where it could otherwise be lost

The building is part of Worthing's earliest purpose-built lodging house terraces constructed c1780, and this terrace, Montague Place, is recognised as an important group of listed buildings.

The urban space linking from Liverpool Gardens south through Montague Place to Marine Parade is of major townscape significance. Public realm improvements at the north end of Montague Place have reinforced this importance and the increased use in recent years of the wide pavements for outdoor seating/dining in connection with the various eateries and coffee shops fronting the west side of Montague Place has contributed to the life and vitality of this part of the town.

The interior of a listed building is generally of equal importance as the exterior and any proposed alterations should consider the building as a whole. The starting point when considering proposals to a listed interior should always be the plan form (layout) of the original building, where it remains relatively unaltered. Any proposed alterations would therefore be expected to respect the original plan form and to work around it so that it remains clearly 'readable'. Typically for this period of townhouses, the lower floors are divided into two rooms per floor with the larger room running across the front of the building with a bow window, and each room having a central chimney breast. The 'As Existing' plans confirm that this arrangement clearly still exists on the first and second floors whilst the front room of the third floor has been subdivided into two rooms. As one might expect in this town centre location, the ground floors of these lodging houses were usually converted to retail units long before the buildings were considered to be suitable for Listing in 1942

Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (LBCA 1990) requires the decision maker, in considering proposals within conservation areas, to pay special attention to the desirability of preserving or enhancing the character or appearance of that conservation area. Section 66 of the LBCA 1990 places a similar burden on the decision maker to S72. It states that in considering whether to grant permission for development which affects a listed building or its setting, the decision maker shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesse.

11 Montague Place is part of an early 19th century terrace designed in the classical style and built over 5 storeys. The ground floor has been subject to significant alterations to form a ground floor commercial shop unit then extends to upper floors of the building.

The proposal seeks planning and listed building consent to carry out a number of alterations relating to the formation of 4 flats and a commercial unit from the existing solely commercial use. Extensive discussions have taken place to arrive at the current scheme including providing a more appropriate historical entrance with steps

to the Piano Nobel Entrance for the flats, details of fire proofing, confirmation of the retention of doors, ceilings and internal features where appropriate, insulation and extraction, although all appropriate details for this historic building have yet to be fully provided , the scheme is not in a position to be determined with appropriate conditions to allow for the submission of the details.

The principle of the proposal and the works now proposed internally are considered to comply with both local and national policy. Whereas some works internally may involve some loss of historic fabric, this has been minimised, furthermore the proposal would provide some mitigations through reinstatement of previously lost details (the residential entrance), addressing housing shortfall and providing an ongoing viable use that will serve to preserve the significance of the Grade II Listed Building.

It is also noted that the historic interest of the interior and the level of completeness is relatively low, having been subject of a significant number of alteration previously. There are proposed a limited number of alterations, an open ground floor layout and blocked doors on upper floors but these would be limited and the original layout would be largely maintained. The buildings significance is mainly focussed on its streetscape contribution as part of a historic terrace and the associated evidential, historic and communal values that accompany that interest.

Having regard to Sections 16(2) and 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, the proposal, as amended, is considered to preserve the special architectural and historic interest of the Grade II listed building by virtue of providing a use and appearance. The low level of less than substantial harm caused is mitigated sufficiently by way of use and reinstatement. The scheme therefore accords with Policies **DM23** and **DM24** of the Worthing Local Plan and relevant paragraphs of the NPPF.

The building is within the South Street Conservation Area, any development would need to preserve or enhance the established character and appearance of the conservation area.

The urban space linking from Liverpool Gardens south through Montague Place to Marine Parade is of major townscape significance. Recent public realm improvements to Montague Place have reinforced this importance and the increased use in recent years of the wide pavements for outdoor seating/dining in connection with the various eateries and coffee shops fronting the west side of Montague Place has contributed to the life and vitality of this part of the town.

The conservation area document acknowledges the interest of Montague Place west side, the three and four storey properties, narrow plots, common building line ad architectural features which maintain the vertical emphasis to the elevations.

As indicated above the building is listed , the front elevation will be largely retained and improved with a new entrance and steps, to bring the building back to its original character.

Amenity of future occupiers and neighbouring uses

Residential Amenity

Future Occupants

Policy DM2(d) of Worthing's Local Plan states that new dwellings across all tenures will be expected to meet, as a minimum, the Nationally Described Space Standards for internal floor areas and storage space.

Flat 1 ground floor would be approx 72sqm and comprise a kitchen, living room and bedroom (14.5sqm). A shower room would be provided off the kitchen. Both the bedroom and living room have windows to the rear (west). The bedroom would have a spiral staircase to a study area above. The Environmental Health Officer (PSH) has indicated that this area should not be used as a separate sleeping area. Although at basement level in view of the westerly aspect it is considered that this property has adequate light and outlook.

Flat 2 on the first floor comprises a further 1 bedroom flat (45sqm) with open plan living room/kitchen and a bedroom (10.5) with shower room. The open plan living area has a large bay window to the frontage. The bedroom has a window to the west/ rear. The property complies with the technical space standards and would provide adequate light and outlook.

Flat 3 on the second floor comprises a 1 bedroom flat (45sqm) similar in size and layout to the flat on the first floor.

Third Floor and fourth floor comprise a further flat (88sqm) with kitchen, living room and bedroom (10.5) on the third floor and shower room and storage on the fourth floor. The property complies with the technical space standards and would provide adequate light and outlook.

The application includes secondary glazing and a ventilation system. The Environmental Health Officer considers the acoustic report is acceptable and sets out options. Environmental Health officers consider that the final details can be conditioned.

The 'Space Standards' SPD also sets out requirements for external open space. Balconies need to be of sufficient size to accommodate a small table and sufficient chairs for each occupant. No outside space is provided. The site is however in a very sustainable location with adequate amenities including open space within close proximity.

Neighbour amenity

Policy DM2 of Worthing's Local Plan says that development must make the best use of land with particular consideration given to the need to minimise environmental impacts, including detrimental impacts on the amenities of adjoining occupiers. The main impacts assessed are commonly those associated with light, privacy, outlook and sense of enclosure and noise.

The application site is within a range of commercial units with residential above to some units. The proposed change of use would not result in a level of occupancy which is likely to cause undue noise or disturbance to neighbouring properties, particularly taking into account the previous use over all floors as a commercial use, and the fact that the proposed dwellings would be appropriate in this terrace which now supports further residential development.

There are no extensions proposed to the building and no additional windows or openings that would cause problems of overlooking onto neighbouring properties.

It is recommended that a condition is included to limit construction hours in order to safeguard the amenity of nearby residential occupiers.

Flooding and Drainage

Policy DM20 of Worthing's Local Plan requires development to manage and reduce the risk of flooding. Development should be directed away from areas of highest risk of flooding from any source, including the use of sequential tests, and opportunities should be taken to reduce flooding through sustainable drainage systems and natural flood management.

The property is classified as within Flood Zone 3. The application was supported by a flood risk assessment and later an Addendum to the Flood Risk Assessment (Ref: P0426, dated 28 April 2026) which provided further justification and clarification around the existing risk to the site and details on how the proposed development will be safe from surface water flood risk. A Flood Evacuation Plan (Ref: P0425, dated 28 April 2026) has also been provided, that details a safe evacuation route for future occupiers of the development.

Following this information WSP raised no further objections.

Access and parking

The site is in a highly accessible location close to all facilities and excellent public transport and public parking and in a Controlled Parking Zone.

There is no off street parking but this is acceptable in these circumstances and is impractical given it is a Listed Building.

There is no suitable external space for cycle parking.

Sustainable construction

Policy DM16 sets out a number of ways that developments should work towards zero carbon development. First it states all new build housing will achieve a minimum 20% C02 reduction compared to the Building Regulations Part L 2013 standard through energy efficiency measures.

Policy DM17 of the Local Plan states that all new housing development should incorporate renewable and low carbon energy production equipment to meet at least 10% of predicted total energy requirements (after C02 reductions from energy efficiency measures).

The application involves the conversion of a listed building, it will bring back a building into use, will provide secondary glazing and mechanical ventilation and use appropriate means to comply with Building Regulations as appropriate to its status as a listed building.

CIL

The proposal is liable to a CIL payment for the new residential floorspace and will be subject to the vacancy test for the converted floorspace.

Recommendation:

AWDM/0524/25

APPROVE subject to condition(s):-

1. Drawing Numbers
2. Standard time limit
3. Entrance door details
4. Entrance steps details
5. Railings and handrail details
6. In accordance with acoustic report and ventilation strategy
7. Methodology of work
8. Hours of work
9. CMS
10. Details of refuse

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.

Flood Emergency Plan
Change of address
Party Wall Act
CIL
Flat 1 study
Escape Window

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

Recommendation

AWDM/0525/25

APPROVE subject to Conditions:-

Grant Consent subject to Conditions:-

1. Drawing Numbers
2. Standard 3 year time limit
3. Make good listed building
4. Historic features

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: Jackie Fox Date: 15.09.26

Authorised by: Date: