

Adur and Worthing Councils

By email

13th October 2026

Dear Sir/Madam,

81 CHAPEL ROAD, WORTHING, BN11 1HU

This letter is submitted in respect of a planning application for the installation of new shopfront to the above property.

The site is not located within a Conservation Area, and so heritage, and design and access, statements are not required. The application site is below 0.2ha so is exempt from biodiversity net gain.

On this basis, the application comprises the application forms, CIL Form 1, this covering letter and drawing 3273/01 – which contains the location plan, block plan and existing and proposed plans and elevations.

The Site

The site accommodates an office building with main public-facing space on the ground floor and ancillary space/offices at first floor and above. The premises are currently empty, having been vacated by County Insurance Brokers in May/June 2026.



Above: Application Site [shopfront edged in red]

The site is not located within a Conservation Area, nor is it a Listed Building. The site is located within the 'Chapel Road Cultural and Civic Quarter' Character Area, although does not appear to contribute to this identified setting.

Proposed Development

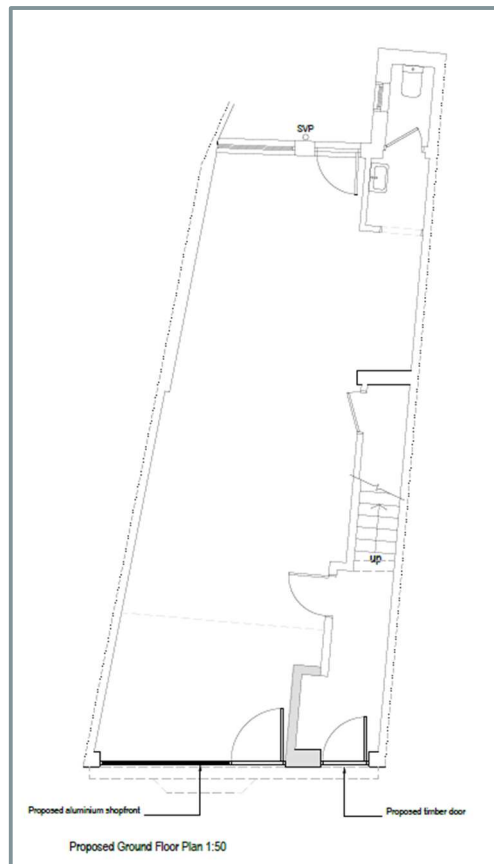
The premises have now been purchased by the applicants, and they are in the processing of refurbishing the office space, alongside separate applications to convert the upper floors.

Prospective new tenants will likely require upgraded retail frontage, given the dilapidated appearance of the existing frontage. The application therefore proposes a new full glazed frontage, with the same aluminium treatment as

existing. A new set of doors to allow direct access to upper floors is proposed to “future proof” the building.



Above: Proposed Front Elevation



Above: Proposed Floor Plan

Planning Policy

The following policies of the Worthing Local Plan 2023 are relevant to this application.

Policy SS1 (Spatial Strategy) seeks to increase housing delivery on small sites and regenerate the town centre, whilst also protecting employment uses and local services.

Policy SS3 (Town Centre) aims to improve and increase the mix of uses in the Town Centre area “through more efficient use of existing sites”. Part d) of this policy seeks to strengthen the link between key locations, in this instance, the town centre and the railway station.

Policy DM5 (Quality of the Built Environment) requires new development to respect, preserve and enhance heritage assets, make a positive contribution to the sense of place and local character of the area and create safe conditions for users of the site through layout and design.

Policy DM13 (Retail and Town Centre Uses) provides a series of policy objectives for development proposals within the Town Centre, including main training a predominance of retail units and supporting the viability and vitality of the town centre. Part iv) of this policy seeks to positively restore and enhance the character and appearance of the frontage of buildings.

Planning Assessment

Proposals that result in an enhancement to the character and appearance of the frontage are supported by Policy DM13 (Retail and Town Centre Uses) (b)(iv) provided that the continuity of an active frontage is retained. The presence of the new door is considered to retain this active frontage, as this is still an opening.

The physical interventions to the shopfront also create direct access to the floors above through the addition of a new door. Although resulting in a degree of change to the existing shopfront, the proposed design seeks to reduce any potential for harm to the locality through modest detailing, and the use of materials which resonate with the existing character of the site.

Furthermore, shopfronts along Chapel Road are varied in their character, age and appearance. The proposed shopfront remains largely similar in appearance and spacing, retaining its distinctive aluminium detailing. The insertion of a timber door to provide access to the upper floors is commonplace along the row of shops which 81 Chapel Road is within. As such, the proposed shopfront clearly resonates with the character of the immediate locality, and enhances the application site, in accordance with DM5 and DM13 of the Worthing Local Plan.

The principle of development is clearly acceptable, owing to the provision of enhanced commercial frontage without prejudice to local character in a sustainable location within the built-up area boundary.

Conclusions

The proposed development is very minor but will help facilitate bringing an unused building back into use. The scheme will not result in any harm to local character, and clearly represents the enhancement of an existing dilapidated frontage.

The proposed development is therefore considered acceptable in principle, satisfies all material planning consideration. In the light of this, the Council are requested to grant planning permission without undue delay.

Yours faithfully

LCP

Lewis & Co Planning

If you need to contact Lewis and Co Planning about the content of this letter, please do so by emailing simon.bareham@lewisplanning.co.uk.