13 Cortis Avenue, Worthing,

Section 55 Town and Country Planning Act 1990

Change of use from a C4 House in Multiple Occupation to a sui generis large House in Multiple Occupation (up to 7 persons).

Planning Statement
Design and Access Statement

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Site Information

Consultant	Frederick Colbey
Checked by	Joseph Orbell
Client	ASCOT INVESTMENT PARTNERS 1 LIMITED
Site Address	13 Cortis Avenue, Worthing, BN14 7BQ
LA	Worthing Borough Council
Description of Development	Change of use from a C4 House in Multiple Occupation to a sui generis large House in Multiple Occupation (up to 7 persons).
Pathway (PD/Application/Appeal)	Planning Application

Constraints Review

Flood Risk Zone	1
Contaminated Land	No
Tree Preservation Order	No
Heritage Assets	No
Noise Abatement Areas	No
Explosive Hazard Areas	No
National Landscape	No
Special Protection Area	No
Site of Special Scientific Interest	No
RAMSAR Convention Site	No
Site of Importance to Nature Conservation	No
Article 4(1) Directions	None relevant

Report Date	20th October 2026

1. Introduction and background

1.1. This application relates to 13 Cortis Avenue, Worthing, BN14 7BQ. This property is a 2 storey property located on the western side of Cortis Ave.

1.2. A certificate of lawfulness was granted in 2025 for the property to be converted into a C4 HMO, under application AWDM/0384/25. In accordance with this certificate, the property is in HMO use consisting of 5 bedrooms, and 6 persons, thus one of the bedrooms is double occupancy.

1.3. The applicant now seeks to provide a bedspace for 1 additional person by increasing the occupancy of an existing 10.77m2 bedroom.

1.4. Town Planning Expert is a general needs planning consultancy formed in 2012 and practising as a Chartered Planning Practice. Town Planning Expert is instructed to submit a planning application for development as set out below.

About Town Planning Expert

1.5. Town Planning Expert is a general needs planning consultancy formed in 2012 and practising as a Chartered Planning Practice catering to all types of planning applications and development.

Our VICTORY © Framework

1.6. Our VICTORY Framework applies a policy, plan-led approach to development with the intent of gaining planning permission in a manner that complies with National and Local Planning Policy in accordance with S38 of the Planning and Compulsory Purchase Act 2004.

The Development Team

1.7. This project is being managed and overseen by a UK-based development team who are committed to providing high quality housing.

Executive Summary

1.8. The application seeks planning permission to increase the occupancy of the existing 5-bedroom HMO at 13 Cortis Avenue from 6 to 7 persons. This will be achieved by allowing one existing 10.77 m² bedroom to be occupied by two persons going forward, rather than a single person as at present.

1.9. The proposal makes effective use of existing accommodation to provide an additional bedspace within an established residential area. The proposed room exceeds the relevant

minimum licensing standard for double occupancy, while the existing communal facilities and garden will remain available to all occupants.

1.10. As set out within this statement, the proposal complies with relevant national and local planning policies and would not result in unacceptable impacts upon the amenity of neighbouring or existing occupants. Planning permission is therefore respectfully requested.

2. Planning History

2.1. The planning history of the site is as follows:

AWDM/0384/25 | Application for Certificate of Lawfulness for proposed small 5-bedroom HMO for 6 people (Class C4) | Decision: Application Permitted.

3. Assessment of the Site and Area

Site, Context and Comparable Forms of Development

3.1. The application site is a two-storey building, located within a predominantly residential area, but within walking distance of various facilities, including shops.

3.2. The property is not listed, nor is it located within a Conservation Area.

Constraints to Development

3.3. There are no constraints to development that would prevent this application from being approved.

Alternative Forms of Development

3.4. The property currently operates as a 6-person, 5-bedroom HMO. Should this application be unsuccessful, the property owner would continue to operate it as such.

4. National and Local Development Frameworks.

National Planning Policy Framework

4.1 The National Planning Policy Framework sets out the government's policies for plan-making and for making decisions on development proposals in England. It is a material consideration of critical importance in both contexts. The government published the current framework in August 2026.

4.2. Planning law requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise. The national decision-making policies in this Framework are a material consideration in making these decisions and should be read alongside the policies in the development plan. Planning decisions must also reflect relevant international obligations and statutory requirements, as must the preparation of development plans.

4.3. The following table details the decision-making policies from the updated NPPF alongside an evaluation of how the proposed development complies with each requirement.

Policy Title	Summary	Comments
DM1: Preparing development proposals	Sets out requirements for early engagement and the contents of planning statements for major and other development proposals.	The agent has actively coordinated with the applicant, architect, and key project professionals to establish a robust design scheme.
DM2: Information requirements	Ensures local planning authorities use clear, consistent, and proportionate validation lists for planning applications.	A complete set of plans is submitted with this application. The drawings follow the guidance on the validation checklist.
DM3: Determining development proposals	Directs authorities to work proactively with applicants and take a proportionate approach to planning matters.	The LPA is expected to work proactively with the applicant/agent for this application.
DM5: Development viability	Establishes a presumption of viability for policy-compliant proposals and sets criteria for when a viability assessment is justified.	As explained throughout this statement, the proposal before the LPA is policy-compliant, and therefore ought to be deemed viable.
DM6: Use of planning conditions and obligations	Defines the necessary, relevant, and reasonable tests for using conditions and obligations to make development acceptable.	Should the LPA be of the view that planning conditions are necessary to ensure that the proposed development has a suitable impact on the occupiers of the existing property, and the surrounding area, the applicant is willing to engage in a discussion with them.
DM7: Relationship with other regulatory regimes	Prevents planning decisions from duplicating or extending controls managed by separate regulatory regimes.	In addition to planning, HMO standards are also governed by licensing. As explained in section 7 of

		this document, the proposal complies with the regulations set out by licensing, and therefore ought to be granted planning permission.
S3: Presumption in favour of sustainable development	Establishes a presumption in favour of sustainable development, requiring policy-compliant development to be approved without delay, with different approaches applied inside (S4) and outside (S5) settlement boundaries.	The proposal represents sustainable development within a settlement, as it will provide a long-term bedspace for 1 additional person. As justified throughout this document, the adverse impacts of this proposal do not substantially outweigh the benefits.
S4: Principle of development within settlements	Promotes approval of development within settlements unless adverse impacts substantially outweigh the benefits.	
L2: Making effective use of land	Encourages remediating degraded land and using underutilised buildings or airspace to create homes and floorspace.	The proposal makes effective use of land and achieves appropriate densities as it uses a currently under-utilised bedroom to create additional living space for 1 person. It will do this in a manner that ensures all bedrooms meet the required floor size standards.
L3: Achieving appropriate densities	Directs development to achieve minimum density standards, particularly in areas with good public transport connectivity.	
TR3: Locating development in sustainable locations	Ensures development is sited to support sustainable movement and limit the need to travel by private car.	The proposal is within a suitable location, as it has a high connectivity score of 79. Thus, the new occupant will be able to make their journeys using sustainable levels of transportation.
P3: Living conditions and pollution	Ensures development provides healthy living conditions and does not cause unacceptable air, noise, or light pollution.	The proposal provides suitable living conditions for the occupants of the property as they will all have access to private rooms of suitable sizes, in addition to access to shared bathrooms, kitchen, and dining area. Additionally, it also provides suitable living conditions for neighbouring occupiers as the impact in regards to noise is negligible.

Local Policy

4.4. The relevant policies are located within "Worthing Borough Council Local Plan 2020-2036 (Adopted 2023)" To assist the LPA the applicant provides the following colour coding to identify whether this proposal is compliant. The colour code is as follows:

- Green - Fully compliant
- Orange - Complies with the spirit of the policy where other factors weigh in favour
- Red - Little to no compliance with policy

Policy	Comment	Compliance
SP1 PRESUMPTION IN FAVOUR OF SUSTAINABLE DEVELOPMENT	The proposal within this application complies with all relevant parts of the local plan and the NPPF. Additionally the adverse impacts will not "significantly and demonstrably" outweigh the benefits, therefore, based on the presumption, permission should be granted in full.	
DM1 HOUSING MIX	HMOs provide a valuable housing option for certain people, such as young professionals. The application site is located within an area in which the concentration of HMOs is very low. And therefore, making use of the existing space will be of benefit to a couple who require a room at affordable rates.	
DM2 - DENSITY	The proposal uses under-utilised existing space to increase the density of an existing site. However it does so in a manner which does not result in overcrowding.	
DM15 - SUSTAINABLE TRANSPORT & ACTIVE TRAVEL	The property is in a location with a Department for Transport connectivity score of 79/100. Therefore, the additional occupant will have the option of walking, cycling, or using public transportation for most of their regular commutes.	

5. Principle of Development

5.1. As the property has already been granted lawful use as an HMO under application AWDM/0384/25, the property's use as an HMO is already firmly established.

5.2. Previous appeal decisions[1] have recognised that an increase of one occupant within an existing HMO does not necessarily amount to a material change of use. The relevant decisions demonstrate that the assessment should consider the actual effect of the additional occupant rather than simply the numerical increase in occupancy.

5.3. Nonetheless, the applicant wishes to apply for full planning permission as the proposal before the LPA within this application complies with local and national planning policy, and has therefore concluded that in this particular circumstance, a full application is the most frictionless way to obtain certification that the addition of one additional tenant would be acceptable.

5.4. By converting an existing single bedroom into a double occupancy bedroom, the applicant is providing bedspace for one additional person, without removing communal space from the existing property.

5.5. The required room sizes for existing HMOs is governed by "The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018", which is a subsidiary legislation to the "Housing Act 2004."

5.6. These regulations dictate that to be granted an HMO licence, all double-occupancy bedspaces for two persons aged over 10 years within a property must be at least 10.22 square metres. The bedspace proposed to become double occupancy is 10.77 square metres and therefore exceeds the legal requirements.

5.7. As per policy DM7 of the latest iteration of the NPPF, planning should take as given, unless there is sufficient evidence to the contrary, that all other regulatory regimes are operating adequately, and should not seek to regulate matters that are already regulated.

5.8. The difference in terms of noise pollution, highways safety, and impact on local infrastructure of 7 persons, as compared to 6-persons is negligible, and therefore the principle of a 7 person HMO within this particular location ought to be viewed as acceptable in principle.

6. Site Capacity Assessment.

6.1. This proposal provides an acceptable increase in site capacity without detriment to the existing, future or neighbouring occupiers.

[1] APP/Z1775/C/20/3245106, APP/Z1775/C/20/3246078, APP/Z1775/C/20/3245110, APP/Z1775/C/20/3246079, APP/Z1775/C/20/3245108, APP/Z1775/C/20/3246077, APP/Z1775/C/19/3233187, APP/Z1775/C/19/3236610, APP/Z1775/C/19/3234941, APP/Z1775/C/19/3266831, APP/Z1775/C/19/3238003, APP/Z1775/C/19/3238287, APP/Y1110/X/15/3132534, APP/W5780/W/20/3263096, APP/Z1775/W/22/3302601, APP/Z1775/W/22/3303724, APP/Z1775/W/22/3303194, APP/Z1775/C/23/3327364.

Scale

6.2. The proposal before the LPA within this application does not alter the existing scale of the property.

Layout

6.3. The internal layout of the property will not be altered within the scope of this proposal, as the applicant intends to utilise an existing under-utilised room within the property.

Amount

6.4. The number of occupants will increase by one person to a 7-person HMO.

Landscape

6.5. The proposal does not seek to alter the landscape of the property, or the streetscape upon which it is situated.

Amenity of adjoining, surrounding and proposed occupiers.

6.6. As the proposal will increase the occupancy of the property by just one person, the amenity of the surrounding, and existing occupants will remain largely unchanged.

6.7. As the additional room is larger than required by the "The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018", the future occupant would have access to a suitable level of private living space.

6.8. The future occupant would also have access to the communal kitchen, shared bathrooms and a shared dining room as well as the substantial rear garden amenity space.

7. Appearance and Heritage Assessment

7.1. No external works are proposed and the property is neither listed nor located within a Conservation Area. The proposal would therefore have no impact on the character or appearance of the building or surrounding area.

8. Access Appraisal

8.1. The property is accessible via the front entrance situated on Cortis Avenue. The proposal before the LPA does not seek to alter this.

8.2. The proposal site is accessible by train, bus, bicycle, as it has a DfT connectivity score of 79/100 meaning there is a high probability that the tenant will undertake their daily journeys by sustainable modes of transport.

8.3. The property is located within a 5-minute walk of various shops, and within a 10-minute cycle ride of Worthing Town Centre. Therefore, the existing and future occupant will be able to easily access the facilities that they require, such as shops, medical services, and leisure facilities.

9. Conclusion

9.1. On the planning balance, the benefits of providing an additional bedspace are not substantially outweighed by any harms caused by one additional tenant sharing a room

9.2. Therefore, it is requested that full planning permission be granted for the proposal. The applicant looks forward to working proactively with Worthing Borough Council.