



Local Policing Service Improvement & Engagement Department

Your Ref: AWD/0445/26

Our Ref: LM/WOR/26/03A

Date 29th April 2026

Contact Name: Lee Melbourne

Dear Ms Hincke,

RE: 16 Elm Road Worthing West Sussex BN11 1PG

Thank you for your correspondence of the 29th of April 2026, advising me of a planning application for a change of use from dwelling house (Class C3) to large house in multiple occupation (Sui Generis); demolition of side store and construction of single storey side extension; conversion of roof space including front rooflights at the above location, for which you seek advice from a crime prevention viewpoint.

The National Planning Policy Framework demonstrates the government's aim to achieve healthy, inclusive, and safe places which are safe and accessible, so that crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion – for example through the use of attractive, well-designed, clear, and legible pedestrian and cycle routes, and high-quality public space, which encourage the active and continual use of public areas.

Although the level of crime and anti-social behaviour in Adur & Worthing District is average as indicated within Police.uk additional measures to mitigate against any identified local crime trends and site-specific requirements should always be considered.

This planning application is seeking permission for a change of use of use from dwelling house (Class C3) to a 7 bed HMO.

I have had the opportunity to examine the detail within the application and in an attempt to reduce the opportunity for crime and the fear of crime I offer the following comments.

Ms Hincke
Planning Officer
Adur & Worthing Councils,
Development Management,
Economy Directorate, Portland House,
44 Richmond Road, Worthing,
West Sussex, BN11 1HS

Sussex Police Headquarters
Malling House, Malling, Lewes, East Sussex, BN7 2DZ

Historically there are cases where houses of multiple occupancy (HMO) have given rise to instances of anti-social behaviour (ASB). To reduce the risk of this occurring there will need to be stringent management control of tenancies. I would ask that this be implemented as a condition of planning.

I also recommend the following security measures to be implemented within the development.

The front access door to the HMO will be subject to heavy and prolonged use so needs to be fit for purpose.

From a crime prevention perspective, it will also be very important that access control is implemented into the design and layout to ensure control of entry is for authorised persons only. Tradesperson or timed-release mechanisms are not advised as they have been proven to be the cause of antisocial behaviour and unlawful access to communal developments.

I recommend the postal arrangements for the HMO is through the wall, or external or lobby mounted secure post boxes. I strongly urge the applicant not to consider letter apertures within the front doors of the individual rooms. The absence of the letter aperture removes the opportunity for lock manipulation, fishing and arson attack and has the potential to reduce unnecessary access to the block.

Each bedroom door must be a fire rated (FD30 or higher) door with a minimum lock certificated to (BS8621) or (PAS 8621), fitted with a minimum of two hinge bolts or hinges with a similar integral facility to ensure protection in the event of a hinge failure following a criminal attack. The bedroom doors must also be installed with a door chain and door viewer.

With regards to proposed cycle parking - research by the 'Design against Crime Centre' suggests that cyclists should be encouraged to lock both wheels and the crossbar to a stand rather than just the crossbar and therefore a design of cycle stand that enables this method of locking to be used is recommended.

The minimum requirements for such equipment are as follows: • Galvanised steel bar construction (minimum thickness 3mm), filled with concrete; • Minimum foundation depth of 300mm with welded 'anchor bar'.

It is also the developer or developer's agent's responsibility to inform the Responsible Person(s), Fire and Rescue Service and Building Control of any bicycle storage facilities and/or other areas that may require the charging and storage of Lithium-ion powered vehicles or devices, within buildings or the wider site footprint, to ensure that the necessary fire suppression measures for the charging and storage of lithium-ion powered vehicles have been considered and specified.

Lighting is an effective security measure and a useful tool for public reassurance in that it enables people to see at night that they are safe or to assess a developing threat and if necessary, identify a route they could take to avoid a potential issue. Recent events that have made national news and become the focus of concern over safety in public places means that there is merit in recognising the enormous value people place on being able to move around in public places at night under high quality lighting systems. Where lighting is implemented, it should conform to the recommendations within BS5489-1:2020.

If not having done so already - the applicant and their partners are also **strongly advised** to consult directly with the fire service with regards to these proposed changes to discuss a fire risk assessment as they may have some of their own requirements to be implemented into the premises before occupation can take place.

As there is no planning or Design & Access statement which accompanies this planning application, I am unable to ascertain a defined end user. Should this planning application be approved I would therefore ask that should tenants with vulnerabilities be housed within this property - that management teams have the ability to signpost tenants to access services to ensure that safe-guarding measures are maintained.

Thank you for giving me an opportunity to offer comments in response.

The Crime & Disorder Act 1998 heightens the importance of taking crime prevention into account when planning decisions are made. Section 17 of the Act places a clear duty on both police and local authorities to exercise their various functions with due regard to the likely effect on the prevention of crime and disorder. You are asked to accord due weight to the advice offered in this letter which would demonstrate your authority's commitment to work in partnership and comply with the spirit of The Crime & Disorder Act.

Yours sincerely

Miss Lee A Melbourne
Designing Out Crime Officer
Local Policing Service Improvement & Engagement Department
Sussex Police Headquarters