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Local Policing Support Team

Your	AWDM/0729/18	Our Ref:	NW/ADU/13/02C	Date:	1st June 2018
Contact Name:	Neville Wren	Tel: 101 ext.: 540137		Direct Dial No:	01273 404868

Dear Planning Officer

Re:- Unit 1 Technology House West Road Southwick

Thank you for your correspondence of 29th May 2018 regarding Change of use of ground floor from Place of Worship (D1) to Offices (B1a).for which you seek advice from a crime prevention viewpoint.

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.

The National Planning Policy Framework demonstrates the government's commitment to creating safe and accessible environments where crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion, and with the level of crime and anti-social behaviour in Adur & Worthing district being average when compared with the rest of Sussex, I have no major concerns with the proposals, however, additional measures to mitigate against any identified local crime trends should be considered.

I direct the applicant or their agent to our website at www.securedbydesign.com where the Secured by Design (SBD) Commercial Development 2015 document can be found. This is a comprehensive document that encapsulates both commercial developments where the public have no formal access, e.g. factory or office buildings, and those where public access is integral to the commercial use such as retail premises, leisure centres and public buildings. This will be able to provide the applicant with in-depth advice pertinent to the design and layout.

Accredited products that are fit for purpose and appropriate along with natural surveillance, access control will assist the development in creating a safe and secure environment in which partake in leisure and retail activities.

I reiterate comments from our previous letter ADU/13/02B dated 23rd October 2017.

All external doors should be checked for their security and should be fit for purpose with minimum lock specifications to BS 3621. Windows with openers should be fitted with locking devices.

Fire doors should be devoid of any external door furniture and linked to a sounder which will operate if the doors are opened or left ajar.

Planning Officer
Planning Control
Adur & Worthing District Councils

Mr L Carter
Lewis and Co Planning SE Ltd
Lewes & Co Planning
2 Porthall Road
Brighton
BN1 5PD

The change of use does not fundamentally change the internal physical security of the building layout which remains the same, although the configuration of access and use of rooms may change.

Depending on how the office space will be used it will have a bearing on how access is controlled on each floor.

If the whole building is used by a single occupant then I would recommend the front entry door and first internal door within the lobby area are controlled to prevent unauthorised access.

However if the building is divided into various occupancies, access control will be required from the lobbies on each floor (to also allow access to the toilet facilities) in addition to the communal entrance doors. The lobby door adjacent to the gentleman's toilets would be a suitable location, along with controlled access to the first office opposite the ladies toilet and within the lobby the third door directly ahead of the main entrance door.

The rear first floor office (training room 2) will require access control from the ground floor staircase.

Consideration should be given to installing an intruder alarm system or systems depending on divided use of the building. The alarm should have police response.

Internal lighting can identify intruders within the building when it is closed by the use of movement operated detection which will switch on the lighting and allow a view internally from outside casual observation. In critical areas such as the stair case and lobby areas the use of two stage lighting may be utilised. (A constant low level lighting level supplemented by activity switched lighting mode).

If an additional external letter box is required it should be robust and securely fixed to the external face of the building in accordance with the manufacturer's specifications with fire retardation and anti-fishing attributes. Letter boxes complying with DHF TS 009 have been found to meet the requirements.

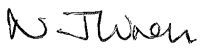
As an alternative, a letter plate located within the wall providing 'through the wall' delivery with a sloping shoot into a secure internal letter box with fire retardation and anti-fishing attributes can be fitted.

Letter plates must meet BS EN 13724:2002 with a maximum aperture of 260mm x 40mm.

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.

This letter has been copied to the applicant or their agent who is asked to note that the above comments may be a material consideration in the determination of the application but may not necessarily be acceptable to the Local Planning Authority. It is recommended, therefore, that before making any amendments to the application, the applicant or their agent first discuss these comments with the Local Planning Authority.

Yours sincerely



Neville Wren
Designing Out Crime Officer
Sussex Police Headquarters