Development Management – Delegated Officer Report

Application Number: AWDM/1105/25 Recommendation: APPROVE

Site: 20 High Street, Shoreham-By-Sea, West Sussex

Proposal: Application to Vary Condition No. 1 of previously approved AWDM/0973/22. Amendment: Design improvements consisting of changing position of staircase reinstating pavement light to front of shop, access to the residential use from the rear, internal alterations to 1st floor, replace existing non-original bay window, replacement of some windows to rear and increasing roof extension.

Change of Use of first and second floors from retail and ancillary storage (Use Class E) to self contained flat (Use Class C3) (retaining retail at ground and basement levels). Enlarged rear dormer.

Date of Site Visit: 26th July 2022 to assess original consent.

Neighbours Checked: Y

Additional neighbour notification: N

Proposal, Site and Surroundings

The application site is a vacant building comprising a ground floor shop with basement and first and second floor ancillary space on Shoreham High Street. There is access to the rear to external, shared space and an alley which leads to Church Street. The site is within the Town Centre, Primary Shopping Area and Conservation Area.

Consent was granted under AWDM/0973/22 to change the use of the first and second floor to a self contained flat. The existing entrance was to be used at ground floor from the street and this will lead to a private entrance to the flat with access up the stairs and a separate door to the ground floor shop, the basement will remain for ancillary commercial space for the ground floor unit. Consent was also granted to enlarge the existing rear dormer.

The current application seeks to vary condition 1 the plans condition to make some changes to the development whilst the original description remains the same and as previously approved. Consent is to change the use of the first and second floor to a flat with enlarged rear dormer and retail at ground floor.

Access to the flat is proposed to be at the rear with the staircase changed to accommodate this. The floor plan of the flat is slightly changed with the shower room within the dormer to the rear on the second floor and a W.C adjacent to the staircase on the first floor. As previously approved the staircase is enclosed to address the original comments from Private Sector Housing.

Retail is at ground floor with the shop front and access just being for this use, the previous consent had a shared front entrance. Amended plans have been received to show the rear dormer reduced from that originally submitted with this current application. Officers considered that a full width dormer would be harmful to the Conservation Area. It was agreed on balance to allow a slightly larger than previously approved tile hung dormer with rendered side. This will increase the second floor space and the suitability and viability of the flat.

Consultations

West Sussex County Council: The Highways Authority: -

Following a review of the submitted plans, the proposed amendments to the approved plans appear minor, and no highway safety or capacity concerns would be anticipated.

In summary, 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.

Adur and Worthing Councils: Environmental Health: - There are no EH objections to the variation of condition 1 of the previously approved AWDM/0973/22.

Adur District Conservation Area Group: - APPROVE

Southern Water: - Southern Water has no objections to discharge condition 1 amended plans.

Representations: - None received

Relevant Planning Policies

Adur Local Plan 2017 Policy 15, 17, 20, 28, 34
'Supplementary Planning Guidance' comprising: Development Management Standard No.2 'Extensions and Alterations to Dwellings''
Shoreham by Sea Conservation Area Character Appraisal & Management Strategy (ADC 2008)
National Planning Policy Framework (2024)
WSCC Guidance on Parking at New Developments (Sept 2020).
Technical Housing Standards – nationally described space standard (DCLG 2015)

Planning Assessment

Principle

The relevant issues are the effects on the amenities of neighbouring residential occupiers both adjacent to the site and the future occupiers of the proposed flat. The

impact of the proposed works upon the character and appearance of the street scene and Conservation Area. Highway matters are also of consideration here.

Visual amenity and Impact upon the Character and Appearance of the Conservation Area

As previously considered the proposed shopfront will remain unchanged. Internally there will be changes to allow the flat to be self contained. The current application seeks to change the existing front dormer window, replacing the window with a timber frame sash window. The first floor front bay will also be replaced with timber frame sash windows. To the rear elevation windows will either be replaced repaired and repainted.

To the rear the dormer is to be increased in width as stated above, tile hung and rendered to the side. This dormer will be visible to the rear and the side due to the low level of the building adjacent. However this is not considered to be significantly harmful in visual terms. The rendered side dormer cheek will assist to blend the dormer with the side elevation. The proposed windows in the dormer are double glazed timber. Officers considered on balance that this dormer enlargement is acceptable in terms of its appearance as it facilitates the use of the second floor for a bedroom and therefore makes this proposal acceptable. Without it the bedroom space would be limited and unviable. On the basis that the unit is currently fully vacant and in need of repair and updating and as a whole is currently significantly detrimental to the Conservation Area, this can be supported.

Residential amenity

Current Occupiers

As previously considered the site is between the Co op, a single storey building, and a similar two storey building with a matching front dormer. There are residential properties to the rear of the site accessed via the alley to the rear via Church Street. The proposed flat will have no adverse impact in this case. The applicant's agent has confirmed that the premises currently have right of access over the land to the rear of the site where there is bin storage and access. There are many windows and doors overlooking this space as existing, this communal area is not private amenity space. In this case there is bin storage provision as shown on the submitted plans and cycle storage is to be provided to the rear of the flat. Access to the flat and refuse and cycle space is from Church Street. It is not considered that this increased activity will give rise to any disturbance to adjacent residents which would warrant a refusal in this case.

Future Occupiers

It is considered that the proposed flat provides adequate light, outlook and amenities for the future occupiers of the unit. The changes made to the flat from that previously approved enhance the space provided. The first floor living space benefits from a large bay with views overlooking the river. The second floor bedroom has an enlarged rear dormer providing space for the ensuite and light and outlook. Refuse

and cycle storage is provided. The site is within a sustainable location within walking distance to amenities, retail and public transport links.

As set out in the previous approval, the national internal space standards state that a 1 bed, single person , single storey dwelling should be 39 metres squared and that a 1 bed, two person, two storey dwelling should be 58 metres squared. In this case the space provided is 51.2 metres squared and would be considered to be a single person, two storey dwelling for which a standard is not provided. Taking into account the suitable use in this case being residential accommodation, the light and outlook which is provided and the open plan living with views and sleeping accommodation above it is considered that the space provision is acceptable. The building has been vacant since 2018 and this use will provide needed good residential accommodation within this sustainable location with cycle and refuse storage. The visual impact of the building is currently harmful to the environment.

In relation to the previous application Environmental Health recommended conditions relating to the impact of noise from the road and the commercial unit below and emissions mitigation. Assessment and details are required prior to commencement of works to protect the future occupiers of the site. The applicant's agent has agreed to the conditions. The conditions as set out previously are attached below.

Highway Matters

No parking is provided for the proposed flat and this is acceptable due to the town centre's sustainable location. Secure cycle parking is provided for the occupier of the flat. This is acceptable to the Highway Authority.

Fire Safety

Private Sector Housing had no concerns with the plans as previously approved which showed the kitchen separated by an enclosed staircase. This is also the case here.

Conditions are copied below from the previous approval, the condition relating to the cycle and refuse storage has been removed as it was deemed non enforceable due to the area for storage not being within the red site boundary line.

Recommendation

APPROVE

Subject to Conditions:-

1. Approved Plans
2. Standard 3 year time limit
3. Scheme for protecting against noise
4. Noise from commercial unit below.
5. Materials to include timber windows and tile clad dormer with rendered dormer cheek.
6. Hours of work

Is recommendation contrary to letter(s) of representation N

1. Proactive with revisions
2. Southern water sewer connection
3. Southern water sewer maybe on site.
4. Asbestos

Case Officer: Hannah Barker Date: 20th October 2025

Authorised by: Peter Barnett Date: 20 October 2025