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# Development Management - Delegated Officer Report

**Application Number: AWDM/1246/25 Recommendation – Approve**

**Site: 154 Old Fort Road, Shoreham**

**Proposal: Existing first floor timber balcony to be replaced and enlarged along with the addition of a new staircase providing access to the garden. Single storey frontage outbuilding to include garden room, shower room and storage. Swimming pool, sauna building and outdoor kitchen, garden storage building and bin store. Fenestration alterations and new zinc roof with rooflights.**

**Date of site visit: 7/11 and 14/11**

**Neighbours checked: Y**

**Additional neighbour notifications: N**

**Proposal, Site and Surroundings**

This application relates to a two storey house backing on to the beach in the cul de sac part of the east end of Old Fort Road. The site is not in a conservation area and is not a listed building. There are no TPO's on the site. It is in flood zones 2/3 but is not at surface water flood risk.

Permission is sought to replace and enlarge a rear balcony and to include a powder coated steel spiral stair from it to the garden. The main house roof is to be reclad in zinc and the first floor cladding replaced with new timber cladding. PV's are proposed at main roof level.

Revised plans show room annotations removed. A frontage outbuilding is proposed with two rooms and a bathroom. This building measures 11 metres in depth and is between 2 metres and 4.5 metres in width. It has a sloping green roof with heights of between 2 and 3 metres. It will sit back from the road by 11 metres and in front of No. 152's garage by 4.7 metres.

The integral garage is shown to be converted into a bedroom and utility room. The garage door is to be replaced with a painted breeze block frontage with bi-fold doors behind.

A sunken pool is proposed in the rear garden and four different outbuildings, a sauna, a garden store, outdoor kitchen and bin store are also proposed. These do not need planning permission in themselves. All proposed side and rear garden buildings are less than 2.5 metres in height.

An ASHP is shown on the east side of the house.

**Relevant Planning History**

ADC/0160/10 – Rear balcony. Granted

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**Consultations**

**Environment Agency position**

We are satisfied that our previous objection (as per our letter dated 14 November 2025) can be removed, **provided that the following condition be attached to any planning permission granted**, and that the details in relation to the condition be submitted and approved by the Local Planning Authority.

***Condition – Flood risk***

**The development shall be carried out in accordance with the submitted Flood Risk Assessment (ref 0750.FRA.00, dated November 2025, by ABIR Architects) and the following mitigation measure it details:**

- **The single storey outbuilding is not to be occupied as a separate dwelling and/or contain any sleeping accommodation (its intended use is as a gym or crafting room and storage).**

**The measure detailed above shall be retained and maintained thereafter throughout the lifetime of the development.**

*Reasons*

To reduce the risk of flooding to the proposed development and future occupants.

The condition is in line with the Planning Practice Guidance (PPG) to the National Planning Policy Framework (NPPF) for Flood Risk and Coastal Change.

Please notify us immediately if you are unable to apply our suggested condition to allow further consideration and advice.

**Advice to the Applicant**

*Signing up for flood warnings*

The applicant/occupants should phone Floodline on 0345 988 1188 to register for a flood warning, or visit Sign up for flood warnings - GOV.UK. Our flood warning service is a free service that provides warnings of flooding from rivers, the sea and groundwater, direct by telephone, email or text message. Anyone can sign up.

Flood warnings can give people valuable time to prepare for flooding – time that allows them to move themselves, their families and precious items to safety. Flood warnings can also save lives and enable the emergency services to prepare and help communities.

For practical advice on preparing for a flood, visit Prepare for flooding: Protect

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yourself from future flooding - GOV.UK

To get help during a flood, visit What to do before or during a flood - GOV.UK

For advice on what do after a flood, visit What to do after a flood - GOV.UK

**WSP: '***The applicant is applying for the existing first floor timber balcony to be replaced and enlarged along with the addition of a new staircase providing access to the garden. Single storey frontage outbuilding to include garden room, shower room and storage. Swimming pool, sauna building and outdoor kitchen, garden storage building and bin store. Fenestration alterations and new zinc roof with rooflights. (Revised Description). The application is to Adur District Council.*

*Following a review of the submitted information, we have no objection on surface water grounds. Due to the site, size, location, and type of development* ***we would recommend the approval of the application*** *with the following condition attached:*

***Condition 1:*** *No development shall commence, other than works of site survey and investigation, until details of the proposed surface water drainage scheme have been submitted to and approved in writing by the Local Planning Authority.*

*Reason: To ensure the flood risk is adequately addressed and not increased in accordance with NPPF and Policies of Adur and Worthing Council.'*

**Representations**

**4 neighbours notified:** No responses received.

**Relevant Planning Policies**

Adur Local Plan 2017 Policies 1, 2, 15, 19, 35 and 36
'Supplementary Planning Guidance' comprising: Development Management Standard No.2 'Extensions and Alterations to Dwellings''
National Planning Policy Framework (December 2024)

**Planning Assessment**

**Principle**

The proposal involves upgrading the existing housing stock located within the built up area and can be supported in principle. The relevant issues are the effects on the amenities of neighbouring residential occupiers and the effect on the character and appearance of the dwelling and its surroundings.

**Residential amenity**

The main change is the replacement rear first floor terrace with spiral star down to garden.

The position of the terrace does not change but it is deepened towards the east boundary. It is to remain 1.8 metres deep at the west end and extend to

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2.5 metres depth at the east end. A spiral stair 2 metres in circumference is to be added to the east end to allow direct garden access.

The proposed terrace is less deep than the terrace at No. 156, to the east, and the new stair will extend just beyond its depth. There is a clear view into 156's terrace and garden from the existing terrace. A new end screen obscurely glazed to at least level 3 will reduce intervisibility between terraces. Overlooking otherwise will be little changed.

The staircase is 12 metres off the boundary with No. 152. It will not lead to any significant increase in overlooking. The west end of the existing terrace on site has a low screen. It is not proposed to raise the height of it and as the proposed terrace is to the same depth at this point no additional screening is considered necessary.

The front garden outbuilding is shown abutting the west boundary with existing planting removed. It will extend 4.8 metres in front of 154's integral garage with the roof pitching away from the common boundary. It does not extend in front of windows in the side wall of 152, south of the new outbuilding. It will not be harmful to neighbour amenity.

All side and rear garden outbuildings proposed are less than 2.5 metres in height and therefore do not require planning permission. The rear garden swimming pool is also permitted development.

**Visual amenity**

The frontage outbuilding is set back from the front boundary by 10 metres. There are other frontage buildings along Old Fort Road. It will not be harmful to the general pattern of development or streetscene.

The new staircase and terrace will be visible from neighbours' gardens and from the beach boardwalk. It is a modest alteration compared with some other changes nearby. Rear staircases have become a relatively common feature of the beach side.

The conversion of the garage to a habitable room does not require planning permission. Bi fold doors behind a painted breeze block wall is an unusual alteration but there is so much variation to the appearance of these houses it is not unacceptable.

The changes to materials otherwise, zinc clad roof, replaced timber cladding to first floor etc. will upgrade the appearance of the property.

**Highways**

The loss of the integral garage for parking purposes is not significant. The site has a deep paved front garden otherwise.

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**Sustainability**

An ASHP is shown on the east side of the house. It is enclosed by 3 walls and No. 156 does not have any habitable room windows in its side wall. It is not anticipated that noise nuisance will occur. The standard ASHP informative is recommended.

**Flood Risk**

The EA is satisfied with the revised FRA and has recommended a condition to preclude the outbuilding being used for sleeping purposes.

The Council's drainage consultant does not object to the proposal on surface water drainage grounds but would like to see surface water drainage details. A condition is recommended.

**Recommendation**

**APPROVE**

**Subject to Conditions:-**

1. Approved Plans
2. Standard 3 year time limit
3. Materials as specified
4. No sleeping accom in outbuilding
5. Surface water drainage details
6. East end screen erected prior to first use and obsc glazed to min level 3

**Is recommendation contrary to letter(s) of representation? N**

1. The Local Planning Authority has acted positively and proactively in determining this application by identifying matters of concern within the application (as originally submitted) and negotiating, with the Applicant, acceptable amendments to the proposal to address those concerns. As a result, the Local Planning Authority has been able to grant planning permission for an acceptable proposal, in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.
2. The applicant should, where possible, follow the permitted development scheme following the MCS 020 March 2025 guidance at https://mcscertified.com/mcs-has-published-an-updated-version-of-mcs-020/. This guidance provides a screening process for the installation of the ASHP, that if met requires no further noise assessment etc.
3. Floodline details as per EA's comments.

Case Officer: MOK Date: 26/11

Authorised by: Peter Barnett Date: 26 November 2025