

## **Development Management – Delegated Officer Report**

**Application Number:** AWDM/0411/26

**Recommendation:** – Approve

**Site:** 10 Salisbury Road Worthing West Sussex BN11 1RB

**Proposal:** Retrospective change of use from small house in multiple occupation (Use Class C4) to large house in multiple occupation (Sui Generis)

**Date of Site Visit:** 16.06.2026

**Neighbours Checked:** Y

**Additional Neighbours Notified:** N

### **Site, Surroundings and Proposals**

The site relates to a large two storey semi-detached property located on the east side of Salisbury Road. The property is was previously an established 6 room HMO. There is a separate garage building to its south side towards the rear of the site and a parking area to the frontage for two vehicles. Bin storage is within the front garden. There is an attached dwelling to the north at No.12 and No.8 to the south is divided into flats. There is a twitten to the south side of the site which provides access to a rear twitten and also links to Grafton Road to the east.

It is understood that a staff room within the ground floor of the building has been recently converted to form an additional bedroom at the site. The maximum occupation under the current licence has been increased to 7 people. The supporting statement outlines that the property currently accommodates six vulnerable 16-18 year olds who are supported with staff on site 24 hours a day. The applicant has clarified that one member of staff, on a shift rota pattern, occupies the seventh room overnight.

The application proposals seek the change of use from a small HMO (Use Class C4) to a large HMO, ie more than six residents (sui generis), facilitated by the conversion of the staff room to a bedroom. The layout of the remainder of the property would remain as existing.

### **Relevant Planning History:**

None relevant

### **Consultations**

### **Highway Authority:**

*This application is for a retrospective change of use from small house in multiple occupation (Use Class C4) to large house in multiple occupation (Sui Generis). The site is located on Salisbury Road, an unclassified road subject to a speed restriction of 30 mph.*

*No alterations are proposed to the existing vehicular access arrangement. The conversion of a meeting room to provide a seventh bedroom is not anticipated to give rise to a significant material intensification of use.*

*The site benefits from an existing driveway with provision for two cars. Generally, the LHA would expect a parking requirement at least three spaces for a development of this size and type in this location. However, weight is given to the fact that the parking is primarily used by staff, and the site is situated in a sustainable location.*

*The additional parking demand generated by one HMO bedroom is not anticipated to give rise to a highway safety concern or parking capacity issue in this location, but the LPA may wish to consider potential amenity impacts. The site is sustainably located, being well accessible on foot, by cycle or by public transport, whereby residents need not necessarily rely on a private car for travel.*

*No details have been provided regarding cycle storage; however, there is an existing garage which could be used to provide secure, covered cycle storage.*

*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.*

#### **Southern Water:**

*Southern Water has no objections due to the works, as no assets will be affected.*

#### **Sussex Police:**

*Thank you for your correspondence of the 9th of April 2026, advising me of a planning application for retrospective change of use from small house in multiple occupation (Use Class C4) to large house in multiple occupation (Sui Generis) 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.*

*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. As indicated in the supporting statement I note the following:*

*Currently six vulnerable 16 – 18 year olds in the care of the local authority are being supported with staff onsite 24/7 at the property. The HMO licence renewal was made in 2023, and an extension to 7 beds was requested in partnership with the local authority in early 2025. This was issued February 2025.*

*I also note that due to a member of staff leaving that paperwork was not submitted and that this planning application is seeking retrospective ratification.*

*I have reviewed the documents as submitted and have no comments to make from a crime prevention perspective.*

*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.*

#### **Drainage Consultant:**

*Thank you for your consultation on the above site. We have reviewed the application as the drainage consultant acting on behalf of the Council and wish to make the following comments.*

*The applicant is applying for retrospective change of use from small house in multiple occupation (Use Class C4) to large house in multiple occupation (Sui Generis). The application is to Worthing Borough Council.*

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

#### **Environmental Protection, Environmental Health & Licensing:**

*No comments from an Environmental Health perspective*

**Environmental Health Private Sector Housing:** no comments received

#### **Representations**

One representation has been received from the occupier of No.29 Grafton Road to the rear of the site raising concerns that if the property is extended it would cause a loss of light and impact upon privacy. Concerns are also raised that if the existing parking was removed it would cause additional pressure on on-street parking. The representation goes on to highlight noise nuisance and anti-social behaviour from residents in the past with concerns that this may reoccur if there are more occupants.

## **Relevant Planning Policies:**

National Planning Policy Framework (NPPF) (2024)  
Planning Practice Guidance

Worthing Local Plan 2020-2036:

SP1 Presumption in Favour of Sustainable Development  
SS1 Spatial Strategy  
DM1 Housing Mix  
DM2 Density  
DM5 Quality of the Built Environment  
DM15 Sustainable Transport & Active Travel  
DM16 Sustainable Design  
DM17 Energy  
DM20 Flood Risk and Sustainable Drainage  
DM22 Pollution

## **Planning Assessment:**

The presumption in favour of sustainable development is at the heart of NPPF. For decision making this means approving proposals that accord with an up-to-date development plan without delay. Paragraph 8 of the NPPF sets out the overarching objectives of economic, social and environmental. It indicates that a social objective is to support strong, vibrant and healthy communities, by ensuring that sufficient number and range of homes can be provided to meet the needs of the present and future generations; and by fostering well-designed, beautiful and safe places, with accessible services and open spaces that reflect current and future needs and support communities' health, social and cultural wellbeing.

The Worthing Local Plan was adopted on 28th March 2023. Policy SS1 sets out the Housing supply over the period 2020-2036 and gives a total figure of 3,672 (an annual target of 230 dwellings per annum). This housing target is a 'capacity-based' figure based on the level of housing that can be delivered within the Plan period having regard to identified constraints and development capacity. It is recognised, however, that this target delivery rate for housing will fall significantly below the level of housing need of 14,160 dwellings identified over the Plan period.

Policy DM1 e) seeks to resist the loss of dwellings but simultaneously DM1 f) supports the provision of smaller units of accommodation, including HMOs, subject to consideration of:

- i) the impact on the mix of dwellings locally*
- ii) the impact on the character of the area*
- iii) the impact on the amenity of adjoining dwellings*
- iv) the quality of the accommodation.*

*Applications for the change of use to a C4 use, a mixed C3/C4 use or to a sui generis HMO use should also demonstrate that the communal living space and cooking and bathroom facilities are provided appropriate in size to the expected number of occupants.*

The supporting text to policy DM1 states that shared accommodation, including well-designed HMOs, play an important role in providing housing for people on low incomes, those on benefit payments and young professionals. They are often the choice of housing for people who would otherwise be homeless (paragraph 5.5). Paragraph 5.21 states that conversions of houses to high quality HMOs can provide a useful addition of smaller dwellings to the housing stock and that 'it is important that conversions provide a high standard of accommodation and promote and retain housing choice.

Paragraph 5.22 refers to the standard of accommodation expected. It states:

To ensure the quality of any new accommodation is high and that it supports a good quality of life it is important that proposals are consistent with the space standards set out in Policy DM2 (Density) for both internal and external space. For HMOs, applications will need to demonstrate compliance with minimum bedroom sizes and that the communal living space and cooking and bathroom facilities provided are of an appropriate size to meet the needs of the expected number of occupants.

The supporting text to Policy DM1 (paragraph 5.23) states that the Council will continue to monitor the provision of HMO accommodation throughout the period of the Plan, but does not establish a methodology or seek to impose any numerical limits or thresholds regarding the provision of HMO accommodation or other similar forms of shared accommodation.

Policy DM2 states that proposals must make the most efficient use of land, which will usually mean developing at densities above those of the surrounding area. DM2(c)(i) and (iv) requires consideration of the site context, character of the surrounding area and impacts on adjoining owners when establishing the optimum density of development.

Town and edge of centre wards typically have higher numbers of HMOs owing to the age and nature of the building stock, and their location where denser forms of residential use also have the advantage of being close to amenities.

The cost of accessing home ownership; the shortage of social housing to rent, economic hardship, together with changes to the housing benefit system have all contributed to increased demand for this type of lower quality accommodation. It is recognised that HMOs meet a rising market demand for low cost, basic residential accommodation and to this extent, is consistent with policy DM1 which commits to delivering sustainable, mixed and balanced communities.

This is an established HMO and has been altered internally by conversion of an existing staffroom to form one additional bedroom. The application has been submitted by Asphaleia Ltd who are the current licence holder and provide care and specialist services for children and young people. It is understood that under its current occupation the HMO provides accommodation and support for vulnerable 16-18 year olds and this will continue. This includes staff presence on site 24 hours a day with a staff member on a shift rota occupying the seventh bedroom overnight.

The proposal would make efficient use of site by providing an additional bedroom to support the continued use of the premises which would make a small contribution to meeting housing need and, in relation to this particular applicant, it would contribute to meeting a more specialised housing need as supported accommodation for young people.

### ***Visual Amenity***

No external alterations are proposed to the building and the change of use to a larger 7 room HMO from a 6 room HMO would not cause any significant harm to visual amenity.

### ***Residential Amenity***

This is an established small HMO and with no relevant planning history. The change from a C3 dwelling could have been carried out as permitted development. The assessment of the current application is limited to the impact occurring as a result of the additional bedroom and occupancy.

The existing property has already been licenced as a 7 bedroom 7 person HMO. A communal kitchen/dining room and separate lounge are provided. There is an enclosed garden area at the rear. Communal facilities and including bathroom facilities would not be altered and the layout and facilities have been dealt with under the licencing process (under the provisions of the Housing Act 2004 and The Management of Houses in Multiple Occupation (England) Regulations 2006). The Government's Technical Housing Standards (NDSS) specify a single bedroom as having a minimum floor area of 7.5sqm, and a double room as having a minimum floor area of 11.5sqm. The new bedroom would be adequate for single occupancy as proposed, and overall occupancy can be limited to 7 people by condition to align with the licence.

In relation to the impact on the amenities of nearby occupiers, the points raised in the representation are noted but no external alterations are proposed and given that the application is limited to one additional room, and a condition can be imposed to limit occupancy (maximum 7 people), it is considered that the impact arising from the intensification of the use by one additional room would not cause any significant impact to residential amenity having regard to the existing use of the site.

### ***Accessibility and parking***

The site can be considered sustainable to the extent that it lies at the edge of the town centre with good access to public transport connections and local amenities and services.

On-site parking is available for two vehicles, and this will remain but given the sustainable location future occupants need not be reliant on the private car. Cycle parking can be accommodated with the existing garage building. No objection has been raised by the Highway Authority to this provision.

The Highway Authority does not consider that the proposal would have an unacceptable impact on highway safety or result in severe cumulative impacts on the operation of the highway.

**Recommendation:**

**APPROVE** subject to condition(s):-

1. Drawing numbers
2. Standard time limit
3. Use as 7 bed HMO with number of occupants limited to 7 people

**Informative**

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

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

Case Officer: Rebekah Hincke

Date: 17.08.2026

Authorised by: Louise Prew

Date: 17/08/2026