

Development Management – Delegated Officer Report

Application Number: AWDM/1502/25

Recommendation: Approve

Site: 15 South Street, Lancing

Proposal: Change of Use from C4 HMO to Sui Generis - Large HMO (8 bedroom). Loft conversion with front and rear rooflights, second floor extension of existing staircase into rear roofslope

Date of Site Visit: No visit this time. Seen previously in connection with AWDM/0155/23

Neighbours Checked: Y

Additional neighbour notification: N

Proposal, Site and Surroundings:

The application relates to a detached two storey building on the east side of South Street. Permission was granted in 2020 for it to change to residential use from a previous mixed B1/D1 use (AWDM/2052/20). A subsequent application (AWDM/0399/22) was approved for a single storey rear extension. The building has subsequently been converted into a 6 bed HMO. Alongside the six existing bedrooms there are three shower rooms, a large kitchen, ancillary storage and a small rear garden area.

This application seeks permission to increase the accommodation within the existing dwelling by adding two additional bedrooms in the roof space with an additional shared shower room. This would require the change of use into a large eight bedroom HMO. It is also proposed to extend the existing stair core, which is currently a two storey flat roofed extension at the rear, up to ridge level in the form of a pitched roof extension projecting from the rear roofslope. Previously proposed front dormer windows have been removed and the accommodation will now be served by front and rear rooflights only. The rear rooflights are to have their cill level above 1.7m and they are to be obscure glazed.

Planning History:

AWDM/0155/23 - Application for a Lawful Development Certificate for an existing use as a single dwelling - approved

AWDM/0399/22 - Single storey rear extension - approved

AWDM/2052/20 - Change of use of 13 and 15 South Street from commercial use to 1no. three-bedroom dwelling and 1no. four-bedroom dwelling, with new gates, parking and bike stores - approved

AWDM/1882/19 – Application for Outline Planning Permission with all matters reserved for demolition of No. 13 and 15 South Street and construction of three storey building comprising 188 sqm of ground floor commercial units (A1/A2/B1a or D1) with 6 flats on upper floors – Withdrawn

AWDM/1284/23 - Roof extension to form Gambrel style mansard with front and rear dormers and creation of 1 bed flat within roofspace with access via proposed external staircase at the rear of property – Refused for the following reason:

The proposed external staircase and rear dormer with balcony would be intrusive and alien features which would harm the visual amenities of the locality and result in overlooking and activity that would be harmful to the residential amenities of neighbouring occupiers. The proposal is therefore contrary to policy 15 of the Adur Local Plan, Development Management Standard No.2 'Extensions and Alterations to Dwellings' and the NPPF

Consultations:

West Sussex County Council: The Highways Authority has no objection. The application form outlines that there are no parking spaces serving the site. The LHA note that the previous application outlined existing parking to the rear of the property. The proposed 8 bed HMO would generate the requirement for 0.5 spaces per bedroom- amounting to 4 spaces overall, the LPA may wish to consider the amenity impact of this shortfall, however the LHA considers that the site is located within a highly sustainable location, close to Lancing railway station. Furthermore, regular bus services operate along South Street which offers alternatives to the use of a car. There are also comprehensive parking restrictions prohibiting vehicles from parking in places that would be detrimental to highway safety. We would not consider that highway safety would be detrimentally affected through the proposed nil car parking provision. Cycle parking has not been proposed to serve the development; the site is located within an area where cycling is a viable alternative to the use of a car for a number of journeys and it is advised that cycle parking is sealed via planning condition alongside any permission of this application

Public Health: Recommend hours of working condition

Private Sector Housing: I have no particular concerns about this proposal as long as they have plans to ensure that our HMO compliance guide is followed in the

design of the kitchen and communal area. I appreciate that it is only a basic representation but the kitchen shows one hob and sink for example and there should be 2 of each plus 500mm of clear worktop for each occupant etc. Please just draw their attention to our compliance guide and then hopefully things will not need to be re-done when it comes to licensing.

WSP Drainage Consultant: No objection on surface water grounds

Southern Water: No objections

Lancing Parish Council: Support

Representations

None received

Relevant Planning Policies

Adur Local Plan 2017 Policy 15, 18, 20, 22, 28, 34
'Supplementary Planning Guidance' comprising: Development Management Standard No.2 'Extensions and Alterations to Dwellings'
National Planning Policy Framework (Dec 2024)
WSCC Guidance on Parking at New Developments (Sept 2020).

Planning Assessment

Principle

The relevant issues are the effects on the amenities of neighbouring residential occupiers and the effect on the character and appearance of the area.

Visual amenity

An earlier application proposed more significant alterations to the roof, including the raising of the ridge, a gambrel roof, front and rear dormers and a rear external spiral staircase and landing. These were not considered to be acceptable or sympathetic and the application was refused.

The current proposal has minimised the alterations, limiting them to front and rear rooflights, and providing the accommodation within the existing roof form. An extension to the staircase still needs to be provided but this is in the form of a slim central extension at the rear. It does project from the roof and extends beyond the main rear elevation of the building, but its impact is not considered to be significant in the wider street scene, being at the rear. It will be seen from the houses behind and

side views will be possible from South Street when looking north, but such views are likely to be limited and it is not considered that notable visual harm will arise.

Residential amenity

The applicant's agent has confirmed that both new bedrooms will comply with the Council's HMO Design Guide. The 7sqm floor areas have been calculated to the 1.5m headroom line (as indicated on the drawings). The bedroom walls are positioned at approximately 1m headroom, resulting in a floor area of approximately 12m² including this area. The agent has also confirmed that confirm that the communal space and kitchen will be suitable for 8 persons and will adhere to the Adur & Worthing HMO Guidance.

To the rear are dwellings in The Willows, approximately only 16m away. The new rooflights are to be high level and obscured while glazing in the staircase is also to be obscured. It is not considered that the proposal will result in harm to neighbouring residential amenity.

Parking and access

The proposal would result in two additional bedrooms in this existing HMO, increasing the number of units to 8. The application form states that there are no parking spaces serving the site so there will be a shortfall of 4 spaces. There is a hardstanding at the side/rear of the building which could be utilised for some parking, but the site is located within a highly sustainable location, close to Lancing railway station, and it is not considered that a refusal of the application on grounds of inadequate parking is justified here. The local highway authority has not objected. Cycle parking could be provided within the rear garden and a condition is proposed.

Recommendation

APPROVE

Subject to Conditions:-

1. Approved Plans
2. Standard 3 year time limit
3. Materials to match existing
4. No additional windows/roof extension on the north roofslope.
5. Rear rooflights to be 1.7m above floor and obscured
6. No part of the development shall be first occupied until covered and secure cycle parking spaces have been provided in accordance with plans and details to be submitted to and approved by the Local Planning Authority

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. HMO licensing

Case Officer: Peter Barnett

Date: 7 May 2026

Authorised by: Louise Prew

Date: 12/05/2026