

Development Management – Delegated Officer Report

Application Number: AWDM/0885/26

Recommendation: Approve

Site: St Marys Church Hall, 25 East Street, Shoreham-by-sea

Proposal: Non Material Amendment to Approved AWDM/0082/26 for reduction in size and number of windows to 2nd Floor Rear elevation for Apartment B bedrooms.

Date of Site Visit: Seen previously

Neighbours Checked: N/A

Additional neighbour notification: N/A

Proposal, Site and Surroundings:

This application follows the granting of permission for a change of use at St Mary's Church hall to provide a new church/community hall and Parish office, and 7 no. residential units (comprising 5 houses and 2 flats) (AWDM/0082/26).

This application seeks approval for a non material amendment which is:

A reduction in the size and number of windows to 2nd Floor Rear elevation for Apartment B bedrooms

The approved planning drawings show three windows (1no. double pane, 2no. triple pane) within a roof extension at the rear.

It is proposed to reduce this to 2no. single pane windows, for the stated reason that it accords with Building Regulations guidance. The reconfigured layout moves the two bedrooms to either end of the roof extension, both served by the rearranged windows, with a bathroom in between which will receive light from a rooflight.

It should be noted that the application had originally included other elements, namely:

New door to be formed below existing window lintel giving access to bicycle and bin store from New Road sidewalk. Blocking of landing window to East elevation of New Road stair enclosure.

These have since been removed from the NMA application following objections from the Council's Heritage consultant and will instead be dealt with as part of a s73 application.

Planning History:

AWDM/0082/26 - Change of use of to provide a mixed use with a new church/community hall and Parish office, and 7 no. residential units (comprising 5 houses and 2 flats). Includes partial demolition at rear, replacement roof and new rear roof extensions, rear extension, new glazing and door/window openings and removal of shopfronts

Consultations:

Heritage Consultant: (Comments relating to 2nd floor rear windows only): In respect of the proposed alterations to raise the cill height of the second-floor windows serving Apartment B, it is noted that these openings are located to the rear elevation of the property. Given their rear-facing position and limited visibility within the wider townscape, this element of the amendment will have no direct impact upon the character or appearance of the Shoreham-by-Sea Conservation Area, nor upon the setting or significance of nearby listed buildings. As such, this aspect of the proposal is accepted.

Representations

N/A

Relevant Planning Policies

Adur Local Plan 2017 Policies 2,3,11,15,16,17,18,20,22,25,27,28,31,33,34,36
'Supplementary Planning Guidance' comprising: Development Management Standard No.1 'Space Around New Dwellings and Flats'; No.2 'Extensions and Alterations to Dwellings'
Sustainable Energy SPD (August 2024)
Shoreham by Sea Conservation Area Character Appraisal & Management Strategy (ADC 2008)
'A Strategy for Shoreham Renaissance' (ADC 2006)
WSCC Guidance on Parking at New Developments (Sept 2020)
National Planning Policy Framework (August 2026)
Technical Housing Standards – nationally described space standard (DCLG 2015)

Planning Assessment

Section 96A of the Act allows a non-material amendment to be made to an existing planning permission via an application procedure. There is no statutory definition of 'non-material'. This is because it is so dependent on the context of a particular scheme – what may be non-material in one context may be material in another. In order to grant an application a local planning authority must be satisfied that the amendments sought are non-material. s96A also allows for changes to conditions:

Power to make non-material changes to planning permission

(1) A local planning authority ... may make a change to any planning permission relating to land in their area if they are satisfied that the change is not material.

(2) In deciding whether a change is material, a local planning authority must have regard to the effect of the change, together with any previous changes made under this section, on the planning permission as originally granted.

(3) The power conferred by subsection (1) includes power—

(a) to impose new conditions;

(b) to remove or alter existing conditions.

In this case, the proposed change is considered to be non material as it does not result in a material change to the character or appearance of the development or to residential amenity. The changes to the windows are at the rear and have limited visibility within the wider townscape.

Recommendation

APPROVE the non-material amendments in accordance with the application and accompanying plans. For the avoidance of doubt these plans comprise:-

Drawing Nos (31)001 Rev F received 27/7/26 and (21) 003 Rev E received 27/8/26

..... existing planning permission AWDM/0082/26 still stands and that the conditions imposed upon it continue to apply to the development except that the above plans can be substituted for Drawing Nos. (31) 001 Rev E and (21) 003 Rev D

Case Officer: Peter Barnett Date: 28 August 2026

Authorised by: Jo Morin Date: 28.08.2026