Expiry: 7/11

Development Management - Delegated Officer Report

Application Number: AWDM/1162/25 Recommendation – Approve

Site: 31 Downland Avenue, Southwick

Proposal: Single storey side extension, front porch and access. Alterations to existing driveway with new retaining wall.

Date of site visit: 1/10

Neighbours checked: Y

Additional neighbour notifications: N

Proposal, Site and Surroundings

This application relates to a semi detached hipped roof house on the north side of Downland Avenue between the junctions of Downland Close and Kings Road. The house has paired drives with No. 29, to the west and a detached rear outbuilding. Land slopes up from the road and still there are 4 seps up to the front door.

The site is not in a conservation area and is not a listed building. There are no TPO's on the site and no known flood risk.

Permission is sought to add a side extension which also extends beyond the rear wall by 2.3 metres. The application has been revised since first submitted to remove that part of the extension which extended beyond the front wall. The new front wall is set back by 300mm with an overhanging roof. It has also been revised to show a flat roof with two differing roof heights to show the garage element less high and a less high roller garage door on the front elevation. A separate pitched roof porch with steps is also proposed.

The proposed widened crossover has been reduced to a maximum overall width of 6.4m to take account of Highways comments. A new front wall and dividing wall between the site and No. 33 is also proposed; these are less than 1 metre in height and do not need planning permission.

Relevant Planning History

SW/93/03/TP - Two-storey side extension with rear balustrade & single-Storey rear extension & front porch. Refused.

Consultations

Highways:

This application is for single storey side extension with carport, front porch and access, alterations to existing driveway and new retaining wall. The site is located on Downland Avenue, an un-classified road subject to a speed limit of 30mph.

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The proposal is likely to result in the loss of one external parking space on the site frontage, due to the proposed side extension and garage/workshop area. Although the application description references a car port, this area appears to be proposed to be utilised as part garage/storage and part outside covered work area. It does not appear that this area would be utilised for the parking of a vehicle. The LHA would not raise any highway safety concerns to the proposed side extension works.

The applicant proposes to widen the existing vehicular access (VCO) by 2.5m to create a second off-street parking space. Whilst the LHA would not raise any highway safety concerns to the proposal, the applicant should be aware that alterations to the vehicular access onto the publicly maintained highway is subject to a licence obtainable from WSCC Highways Authority. No works can be commenced on the highway prior to the licence being obtained. The granting of planning permission does not guarantee that a vehicle crossover licence shall be granted because the highway licence process considers wider factors than are considered by the Highway Authority at planning stage.

The applicant proposes to widen the existing access to approximately 7.6m in width, which exceeds the maximum permitted width of 6.4m for a VCO. As such, the access proposals are contrary to WSCC's application criteria, and would likely be refused a licence.

This and other guidance can be found in the WSCC Vehicular Cross Over: Application Criteria guidance, at the following link (Section 3 is of most relevance):
https://www.westsussex.gov.uk/media/20290/vco_guidance_notes.pdf

Whilst no objections would be raised from a planning perspective, the applicant is advised that the application proposals are contrary to WSCC policy, would likely be refused a licence and therefore, unimplementable. The applicant may wish to amend the application to reduce the proposed width of the VCO, or remove the access works from the proposal.

Conclusion
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. However, as above, the proposed VCO alterations are unlikely to implementable.

If the LPA are minded to approve the application, the following conditions are advised:

Access (details required)
The use of the car parking space shall not commence until such time as the vehicular access has been constructed in accordance with plans and details to be submitted to and approved in writing by the Local Planning Authority.
Reason: In the interests of road safety

Car parking space (details approved)
The use of the access shall not commence until such time as the car parking space has been constructed in accordance with the approved site plan. These spaces shall thereafter be retained at all times for their designated purpose.
Reason: To provide car-parking space for the use.

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Representations

None received.

Relevant Planning Policies

Adur Local Plan 2017 Policies 1, 2 and 15
'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

No.29 is a differently designed house, set further back from the road and has its front door in the side wall. It is not considered that the side extension will cause any significant harm to occupiers of No. 29.

Visual amenity

Removing the wraparound front extension from the proposal has improved its appearance. The revised flat roof design and lower roller shutter door also improves the appearance to the street. There are examples of pitched roof porch extensions opposite at Nos. 50 and 54.

Highways

In line with WSCC's comments the proposed drop kerb has been revised in width to an overall maximum of 6.4 metres.

Recommendation

APPROVE

Subject to Conditions:-

1. Approved Plans
2. Standard 3 year time limit
3. Materials to match existing
4. No side windows.
5. Parking not to be used before access constructed.

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

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.

Case Officer:	MOK	Date: 31/10
Authorised by:	Peter Barnett	Date: 4 November 2025