

Development Management – Delegated Officer Report

Application Number: AWDM/0147/26 Recommendation: APPROVE

Site: 38 Wembley Avenue, Lancing, West Sussex

Proposal: Conversion and extension of the existing garage to form a habitable annex, ancillary to host dwelling.

Date of Site Visit: 24th March 2026

Neighbours Checked: Y

Additional neighbour notification: N

Proposal, Site and Surroundings

The application site is a semi detached bungalow within a street of both two storey dwelling houses and bungalows. There is a single, flat roof garage to the side of the bungalow, slightly set back with a covered way along the side of the bungalow.

Consent is sought to extend the existing garage building to the rear, doubling the depth of the building. To remain as flat roof design with roof lanterns added and to include the conversion of the existing garage. The floor area will provide an annex, ancillary to the main bungalow for a family member to live separately however in connection with the main household. A bedroom, shower room, lounge and kitchen will be provided with the front garage door replaced by a window. Access to the annex is via the side covered access which is also the access to the rear garden from the front of the bungalow. There are double door onto the garden from the bedroom.

Amended plans have been received to show a reduction of the footprint of the annex overall reduced from 39.7 square metres to 32.7 square metres. The depth of the extension to the rear of the garage has been reduced. The internal layout of the annex has also been altered to include a kitchenette within the lounge (a separate kitchen was provided.) A shower room replaces a larger bathroom.

Consultations:

West Sussex County Council: The Highways Authority : -

The proposal would result in the loss of one existing garage parking space for the existing dwelling. However, the existing external parking spaces to the site frontage will be retained, providing parking for up to two vehicles. The proposal would result in the increase of one bedroom for the existing dwelling. Any overspill parking as result of the proposal would have to be accommodated on street in this location. The LHA would not raise any highway safety concerns to on-street parking in this location; however the LPA may wish to consider the potential impacts of this proposal on on-street parking from an amenity point of view.

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.

Adur and Worthing Councils:

Environmental Health: - I would recommend the following be added to any permission granted:

- Works of construction or demolition, including the use of plant and machinery, necessary for implementation of this consent shall be limited to the following times.

Monday - Friday 08:00 - 18:00 Hours

Saturday 09:00 - 13:00 Hours

Sundays and Bank Holidays no work permitted

Any temporary exception to these working hours shall be agreed in writing by the Local Planning Authority at least five days in advance of works commencing. The contractor shall notify the local residents in writing at least three days before any such works.

Reason: To safeguard the residential amenity of the area

Private Sector Housing: -

I have concern that the proposed self contained unit of accommodation is less than the minimum 37M2 required by the Nationally Described Space Standards and that if the future occupant of the property is going to be isolated from the family home, that they would suffer the detriment to health that is associated with an undersized property.

There is also concern that the means of escape from the lounge can only be made through the kitchen, which in itself is a high risk room.

I have no objection to the proposal as long as the future occupant is going to be a member of the family home and therefore recommend a condition is inserted to any permission to ensure at no time can the unit of accommodation be allowed other than as applied for, namely ancillary

accommodation associated with the main home and at no point as entirely separate accommodation

WSP Flooding and Drainage Consultants: -

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** with the following informatives attached:

Informative 1: The applicant must follow the drainage hierarchy of preference. Due to the size and location of the development, an infiltration test should be carried out in accordance with the Part H2, paragraph 1.34 to 1.37 of the Building Regulations (https://assets.publishing.service.gov.uk/media/5a80cf9ded915d74e33fc8ae/BR_PD_F_AD_H_2015.pdf). This rate should then be put into the calculation in Part H3, paragraph 3.28. Following this the applicant can use the free tools at <https://www.uksuds.com/> to size the soakaway for the 1 in 100 (1%) plus CC event. If infiltration fails, the same links should be used to size attenuation storage to ensure surface water runoff does not increase from the existing discharge rate. To obtain the relevant rainfall data the applicant can visit <https://fehweb.ceh.ac.uk/> to download the point data for their site and input the csv file into the tools above.

Informative 2: We have identified the site is adjacent to an area of surface water flood risk, therefore appropriate flood resistance and resilience measures should be considered within the development.

Southern Water: - Southern Water has determined that the flow rate for the above site will remain consistent, so capacity is not an issue, and no Southern Water assets will be affected. Therefore, Southern Water has no objections to this proposal.

Please note surface water should not be disposed of into a public foul sewer and must comply with the Hierarchy of H3 of the Building Regulations. For more details, refer to the Drainage and Waste Disposal: Approved Document H on the GOV.UK website. Any new connections to the public sewerage system will require a New Sewer Connection application (also known as a Section 106) to be submitted and approved by Southern Water. Due to legislative changes effective from 1st October 2011 regarding the ownership of sewers, it is possible that some previously private sewers, now deemed public, could be crossing the above property and may not be shown on Southern Water records. Therefore, if any additional sewers are discovered during construction, an investigation will be required to determine their condition, the number of properties served, and potential access methods before any further work can proceed on site. For further advice, please contact Southern Water, Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX (Tel: 0330 303 0119).

Representations: - None received.

Lancing Parish Council: - Support the application.

Relevant Planning Policies

Adur Local Plan 2017 Policy 15

‘Supplementary Planning Guidance’ comprising: Development Management Standard No.2 ‘Extensions and Alterations to Dwellings’

National Planning Policy Framework (December 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 and Character

When viewed from the street the building will appear as a converted garage. The height and flat roof design will remain and its subservient, domestic appearance. The covered link will remain along with the existing main entrance to the bungalow.

Access to the annex is hidden so there is no visible ‘separate’ entrance. The extension to the rear of the existing garage will not be visible within the street scene.

The footprint of the building as extended is similar to that of a double garage, which would not be uncommon in a built up area such as this. As originally submitted it offered very generous space for a one bedroom annex. Officers therefore required a reduction in the scale and nature of the accommodation. As it is an annex it is necessary that it is ancillary accommodation and that the use of the annex would be connected to the use of the main dwelling, with shared facilities and activities not a self contained unit or space that is capable of being such in the future. The reduction on the space provision and its layout represent ancillary, annex accommodation which with a restrictive condition will limit the use of the space and connect it to the main dwelling.

The scale and footprint of the building causes no harm in this case in terms of the character and appearance of the street scene or existing bungalow. All openings are on the side and rear, not visible from the street scene. An ancillary annex for use of a family member where occupiers of the main dwelling and annex share the garden, main home, driveway, entrance etc would not be out of keeping in character within this locality. The provision of residential accommodation in the form of the annex is also beneficial in terms of housing need and beneficial socially to allow families to co habit.

Residential amenity

The extension to the building is adjacent to the side boundary. It will be alongside the blank side wall of a neighbouring extension, there will be no loss of light, outlook or

overbearing impact in this case. There are no openings on the side facing the adjacent occupiers. The building is set away from the boundary other the other side and there would be no harm to any properties to the rear. No greater overlooking will exist than already occurs from the existing bungalow.

Other Matters

Private Sector Housing refer to the space provision being substandard however this is an annex and will not be primary living space. It will be used in connection with the main dwelling therefore the space provision is acceptable in this case. In fact the space is generous for an annex. There is also reference to the means of escape being through the kitchen however the annex is all ground floor level and the plans show the lounge window being fitted with a means of escape window.

Southern Water require an informative as well as drainage informatives being required by WSP, these are set out below.

The Highways Authority have no objection to the loss of the garage, there is parking on the existing driveway and on the street to serve the occupiers of the bungalow and the annex with no harm to highway safety.

Recommendation

APPROVE

Subject to Conditions:-

1. Approved Plans
2. Standard 3 year time limit
3. Materials to match existing
4. No additional windows on the north or south elevation of the extension.
5. Ancillary use only.

Is recommendation contrary to letter(s) of representation N

1. Proactive with amendments
2. Please note surface water should not be disposed of into a public foul sewer and must comply with the Hierarchy of H3 of the Building Regulations. For more details, refer to the Drainage and Waste Disposal: Approved Document H on the GOV.UK website. Any new connections to the public sewerage system will require a New Sewer Connection application (also known as a Section 106) to be submitted and approved by Southern Water. Due to legislative changes effective from 1st October 2011 regarding the ownership of sewers, it is possible that some previously private sewers, now deemed public, could be crossing the above property and may not be shown on Southern Water records. Therefore, if any additional sewers are discovered during construction, an investigation will be required to determine their condition, the number of properties served, and potential access methods before any further work can proceed on site. For further advice, please

contact Southern Water, Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX (Tel: 0330 303 0119).

3. The applicant must follow the drainage hierarchy of preference. Due to the size and location of the development, an infiltration test should be carried out in accordance with the Part H2, paragraph 1.34 to 1.37 of the Building Regulations

(https://assets.publishing.service.gov.uk/media/5a80cf9ded915d74e33fc8ae/BR_PDF_AD_H_2015.pdf). This rate should then be put into the calculation in Part H3, paragraph 3.28. Following this the applicant can use the free tools at <https://www.uksuds.com/> to size the soakaway for the 1 in 100 (1%) plus CC event. If infiltration fails, the same links should be used to size attenuation storage to ensure surface water runoff does not increase from the existing discharge rate. To obtain the relevant rainfall data the applicant can visit <https://fehweb.ceh.ac.uk/> to download the point data for their site and input the csv file into the tools above.

4. We have identified the site is adjacent to an area of surface water flood risk, therefore appropriate flood resistance and resilience measures should be considered within the development.

Case Officer: Hannah Barker

Date: 14th April 2026

Authorised by: Peter Barnett

Date: 14 April 2026