Development Management – Delegated Officer Report

Application Number: AWDM/1344/25 Recommendation: APPROVE

Site: 2 Southdown Road, Southwick, West Sussex

Proposal: Loft conversion including dormer to west side, rooflights to east side and ground floor rear extension.

Date of Site Visit: 17th November 2025

Neighbours Checked: Y

Additional neighbour notification: N

Proposal, Site and Surroundings

The application site is a detached bungalow within a street of various properties within Southwick, within the setting of the Conservation Area. The bungalow is rendered with a garage to the side, parking to the front and the main amenity space to the west side. There is also a flat roof, out building to the rear, southern boundary which will be removed.

Consent is sought to convert the roof space with a dormer to the west side, roof lights to the east and an infill, single storey rear flat roof extension on the west side. A bedroom and ensuite will be provided in the roof space. A Juliette balcony and window facing west serve the bedroom within the dormer.

Amended plans have been received following discussion with officers regarding the roof lights on the east side. A roof light has been removed and have been shown to be a minimum of 1.7 metres above finished floor level and non openable other than the bedroom and stairwell roof light.

Representations: - None received

Relevant Planning Policies

Adur Local Plan 2017 Policy 15 and 16
'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 and the setting of the Conservation Area.

Visual amenity and Impact upon the setting of the Conservation Area

When viewed from the street from the front of the property the building will remain the same, the dormer and extension are to the rear and side screened by the existing side projection and roof. The dormer will be in materials to match with tile hanging and the extension is to be rendered to match existing. There will be no harm to the character and appearance of the setting of the Conservation Area as the development will not be visible, therefore the Conservation Area will be preserved. The scale of development is in keeping with the existing building.

Residential amenity

The extensions, being to the west and infilling an existing recess will result in no harm to adjacent occupiers in terms of loss of light, privacy or overbearing impact. The amenity space to the west is well screened with trees and vegetation limiting any overlooking or views of the extensions from neighbouring properties.

The applicant's agent has also submitted a plan to show the distances between the proposed windows in the dormer and adjacent windows. There is 32 metres between the dormer and the nearest property to the west. To the rear, south are the rear gardens of neighbouring properties. To the east the rooflights face onto the neighbouring blank roofslope. The rooflights are conditioned to be above 1.7 metres finished floor level and only the bedroom and stair well are to be openable. A condition is set out below.

Recommendation

APPROVE

Subject to Conditions:-

1. Approved Plans
2. Standard 3 year time limit
3. Materials to match existing as shown on approved plans.
4. Rooflights 1.7 m minimum and stairwell and bedroom opening only.

Is recommendation contrary to letter(s) of representation N

1. Proactive with amendments

Case Officer: Hannah Barker Date: 11th December 2025

Authorised by: Peter Barnett Date: 11 December 2025