

Development Management - Delegated Officer Report

Application Number: AWDM/0722/26

Recommendation – APPROVE

Site: 16 Kingston Way, Shoreham-by-Sea

Proposal: Amendment to previously approved AWDM/1140/23.
Amendments: extension of side dormers to square off hip-to-gable extension at rear, changes to side windows in roof extension and moving windows to rear elevation. Retrospective application for extension of garage and partial conversion to a make up studio.

Date of site visit: 1 July 2026

Neighbours checked: Y

Additional neighbour notifications: N

Site and Surroundings:

The application relates to what was formerly a detached, hipped roof bungalow positioned on the south side of Kingston Way. Permission was granted in 2023 for a single storey rear extension, a hip to gable roof extension at the rear and dormers to the east and west sides (AWDM/1140/23).

The approved plans showed that the dormers were to be set back from the edge of the new rear gable end so that the 'triangle' form of the gable end was still visible. As constructed, the side dormers have extended to the end and formed a square, box-like form at the rear of the roof. The roof has been finished in dark grey tiles.

This application seeks retrospective permission to retain the roof extensions as constructed. It also seeks retrospective permission for an extension to a detached garage located to the rear (south) of the property, accessed from Kingston Way to the west. It has been increased in size from 6.8m long to 13m long and from 2.8m high to 2.85m high. The front (western) part of the garage has been converted into a beauty treatment room and there is a small enclosed external sitting area in the front of the garage behind the boundary fence/gate. The rear (eastern) part of the building is retained as a garage/store.

The make up studio will be used for between 2 to 3 days a week, and for between 2 to 3 hours a day. The front of the house has room for a car on the driveway.

Relevant History

AWDM/1140/23: Single storey rear extension with roof lights, hip to gable roof extension, side dormers - approved

Representations

None received

Consultations

WSCC Highways: The proposals are for retrospective application for extension of garage and partial conversion to a makeup studio. The existing garage will now be used on a part time basis as a makeup studio for between 2 to 3 days a week, and for between 2 to 3 hours a day. The existing parking is accommodated at the front of the house on the driveway.

The Highway Authority do not anticipate any concerns relating to highway safety or capacity; therefore, no objection is raised

Env Health: No objection

Relevant Planning Policies and Guidance

Adur Local Plan 2017 Policy 1, 15, 28

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

National Planning Policy Framework 2024

Planning Assessment

Principle:

The property located within the built up area and can be supported in principle. The relevant issues are the visual effects on the amenities of neighbouring residential occupiers and the character and appearance of the surrounding area.

Visual Amenity

The roof extensions have resulted in a rather box-like form at the rear of the building. The impact is increased by the use of dark tiles in contrast to the red/brown/orange tiling widely found in the street. However, the main impact of the roof extension is at the rear where it is less visible than had it been at the front. While views of the roof are possible as Kingston Way runs north-south to the west of the property, these views are not considered to be sufficiently prominent or harmful to warrant refusal.

The garage has also been finished in a dark colour (weatherboarding) and the top of it is visible above the boundary fence. It sits slightly higher than the neighbouring garage to the south but it is not considered that it causes visual harm in the street scene.

Residential Amenity

The roof extensions do not have an adverse impact on neighbours. The use of the garage as a make up studio is considered to be acceptable subject to a number of conditions to control hours and ensure it remains small scale and ancillary to the use of the house.

Recommendation:

APPROVE subject to the following conditions

1. Approved plans
2. The make-up salon business hereby approved shall remain an ancillary use of the main dwelling to be carried out by the occupier of 16 Kingston Way only as the sole practitioner. No employees shall travel to site for the purpose of work or employment.
3. The make-up studio business shall be operated on an appointment only basis with not more than one customer on the property at a time.
4. The make up studio business hereby permitted shall not be carried on from the property except between the hours of 10.00 and 18.00 on Mondays to Fridays inclusive and 10.00 and 16.00 on Saturdays.
5. No advertisement or signage related to the make-up studio business shall be displayed at the property at any time

Informative:

1. Approved without amendment

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

Case Officer: Peter Barnett

Date: 8 July 2026

Authorised by: Gary Peck

Date: 9 July 2026