

Development Management – Delegated Officer Report

Application Number: AWDM/0482/26 Recommendation: APPROVE

Site: 2 The Marlinespike, Shoreham-By-Sea, West Sussex

**Proposal: Conversion of existing detached single garage to granny annexe / home office, ancillary and incidental to the use of the main dwelling.
(Retrospective)**

Date of Site Visit: 2nd June 2026

Neighbours Checked: Y

Additional neighbour notification: N

Proposal, Site and Surroundings

The application site is a bungalow on the corner of Winterton Way and The Marlinespike. Retrospective consent is sought for the conversion of a detached garage building to the side of the bungalow. The space has been converted to provide habitable space and currently has a bedroom and shower room. There is a mezzanine space which is used for storage. The building has a pitched, slate roof and has black cladding, there is off street parking for the dwelling to the front of the garage. The front garage door has been replaced with two high level windows, there is an entrance door to the side and two further windows and a rooflight.

Representations: - None received

Consultations

Adur and Worthing Council Environmental Health: -

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.

West Sussex County Council Highways Authority: -

WSCC in its role as Local Highway Authority (LHA) has been consulted on highway matters by the Local Planning Authority (LPA) for the proposed conversion of existing garage to granny annexe / home office, ancillary to the use of the main dwelling. The proposals are retrospective, with the Application Form stating the works commenced on 01/08/2025.

The site is located on The Marlinespike, an unclassified road subject to a speed restriction of 30 mph. No alterations are proposed to existing vehicle access arrangement as part of this application. The proposed development is not anticipated to give rise to a material intensification of use of the existing access.

The proposals will result in the loss of a garage for vehicle parking. However, the site benefits from existing off-street parking provision, which is to be retained, and this appears of sufficient size to provide 2-3 off-street car parking spaces. This would be considered suitable parking provision for a dwelling of this size and location under WSCC Parking Standards. As such, no concerns would be raised in this regard.

In summary, 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.

WSP Flooding Consultants: - Following a review of the submitted information, we have no objection on surface water grounds. Due to the size, location and type of development, **we would recommend the approval of the application.**

Southern Water: - Southern Water has determined that the flow rate for the above site will be 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. It is possible that a sewer now deemed to be public could be crossing the development site. Therefore, should any sewer be found during construction works, an investigation of the sewer will be required to ascertain its ownership before any further works commence on site. If this happens, please call our Customer Service Desk on 0330 303 0119.

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

The building is subservient, adjacent to the main bungalow, set back from the highway and not overly dominant, the materials give rise to a contemporary appearance which relates well to the surrounding built environment.

Residential amenity

Adjacent to the boundary, the building does not result in any adverse impact in terms of overbearing impact, overlooking or loss of light. The garage existed prior to the conversion it is not larger, there are no openings on the boundary, west side.

The use of the building is ancillary to the main dwelling, it will be used incidental to the main house as an annex, home office, teenage space by the household. No use as separate accommodation, to be let or sold is proposed. Any activity is linked to the main house and will therefore not result in an additional noise or disturbance. The building is in close proximity to the main bungalow and the associated parking area.

There will therefore not be any impact upon the adjacent occupiers in terms of additional activity to harm amenity. It is no different to that of a family household.

A condition is attached to ensure that the building is to be used ancillary and with no letting or primary living occurring.

Recommendation

APPROVE

Subject to Conditions:-

1. Approved Plans
2. Use of building ancillary only.

Is recommendation contrary to letter(s) of representation N

1. The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.
2. Southern Water x2

Case Officer: Hannah Barker

Date: 8th June 2026

Authorised by: Peter Barnett

Date: 8 June 2026