

Development Management – Delegated Officer Report

Application Number: AWDM/0582/26

Recommendation: – APPROVE

Site: 15 Sherbrooke Close Worthing West Sussex BN13 2TW

Proposal: CONVERSION OF GARAGE TO RESIDENTIAL ANNEX
(RETROSPECTIVE)

Date of Site Visit: 02.07.2026 (see site notes)

Neighbours Checked: Y

Additional Neighbours Notified: N

Site and Surroundings

The application relates to a mid/late C20, semi-detached, 4-bedroom house located within a modest cul-de-sac made up of similar houses and chalet houses, within an established suburb of the town.

The dwelling has been enlarged at the rear by a single-storey rear extension. Vehicular access across an area of public amenity land in front (east) of the house leads to a drive on the north side of the frontage. A former detached garage building set back into the rear garden has been enlarged into an L-shape (7.5m long x 2.7m wide, widening at the rear (west) to 4.9m wide), and converted into living accommodation consisting of a kitchen area, living/sleeping area and separate shower room with WC/sink and washing machine leading off the kitchen area (GIA 20.4sqm). It has a shallow lean-to roof maximum 2.7m high. The garage door/opening has been infilled and replaced with a glazed door and sidelight. There is a UPVC door and window in the south side facing onto the paved rear garden of the main house. A 'shepherd's hut' is sited on 'pads' on the drive to the north side of the house. There are doors to the front and rear of the shepherd's hut with stepped access at either end. Access to the converted garage accommodation is either through the main house, or through the shepherd's hut.

Proposal

Permission is sought to regularise the conversion works to the former garage building, and for use of the accommodation as an annexe ancillary to the main house. The accommodation is currently occupied by the Applicant's Aunt. The accommodation provides the Applicant's Aunt with a degree of independence but with support on hand.

The above-mentioned shepherd's hut is not included as part of the current application.

The application is supported by a Planning Statement v.1.

Relevant Planning History:

AWDM/1481/25 - Application for a Lawful Development Certificate for an Existing Use of the former garage as a self-contained dwelling (for over 10 years)

STATUS: Application Withdrawn 17th April 2026.

The above CLEUD application sought to demonstrate that the use of the converted garage accommodation as a single dwelling house was exempt from enforcement action and had become lawful for planning purposes. However, the submitted evidence was considered inadequate, and the application was withdrawn on the advice of officers.

Consultations

WSCC: The Local Highway Authority has raised no objection, commenting: -

“The proposal is a retrospective application for the creation of an annexe in rear garden of 15 Sherbrooke Road. The application form outlines that this change in use has been operating for a substantial amount of time - since 2014. From observation of WSCC collision data, there have been no highway collisions or personal injury claims associated with the access or parking in vicinity of the dwelling, to flag any existing concerns with the current arrangement.

It has not been stipulated within the associated documentation, how the annexe is currently being used. The LHA anticipate however, that this would remain ancillary accommodation to the host dwelling and not serve as a separate property. The LPA may wish to confirm this with the applicant.

Sherbrooke Road is a D classified cul-de-sac subject to 30mph speed restrictions. The property appears to have off street parking provisions suitable for a single vehicle which would continue as per the existing practice. The garage to be converted is located within the rear garden of number 15. The access route measures between 2.3m and 2.5m wide along its length, the nature of this narrow space may currently make the garage undesirable for vehicles to use- furthermore, the garage itself although sufficient in length, appears to have a restricted width which also may deter homeowners from using this as a parking provision. As the garage does not meet WSCC standards for minimum widths, (3m) the garage would not have counted toward the parking provision.

The proposal would not be anticipated to generate a severe material increase in movements over that currently generated by the property. The annexe would be a studio unit with a sleeping/ living/ kitchen area, and a toilet/shower room. It is not known how many rooms are present at the host dwelling; however, a single additional bedroom would not be considered to cause a severe detriment in terms of capacity on the local network.

The Local Highway Authority is unaware of any existing parking pressures within the vicinity of the site. The LPA may wish to observe this from an amenity perspective when considering the application. However, if the need arises for an additional vehicular parking space, it is not considered that this would cause a material change over the current parking arrangements. On-street parking can also be performed along Edmonton Road, which appears to be an existing practice. The site is located within a

sustainable location, within reasonable distance of local shops and amenities and within commuting distance of regular bus services, which may seek to mitigate a reliance on the use of a car for residents of the host dwelling.

The Local Highway Authority does not consider that the 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."

Southern Water: No objections.

WSP: The Council's drainage consultant has raised no objection but recommends informatives in the event of approval.

Environmental Protection, Environmental Health & Licensing: No adverse comments.

Environmental Health Private Sector Housing: No comments received.

Representations

A representation has been received from a neighbour commenting:

Whilst I don't have an issue with a person wishing to live in a garage, my biggest concern is this is to place more people in the HMO and in turn increase pressure on parking again? Recently we had an additional 8 vehicles crammed into the small close. This has impacted emergency vehicle access. At times cars have parked on the grass corner verge opposite, churning the grass and making it difficult to leave my own drive due to a car squeezed the edge of the drive and one opposite. I'm concerned as we have small children in the close enjoying their bikes and extra cars squeezed in create blind spots, putting them at risk. This is not a situation I want for the children and myself. If we could have reassurance the close and road opposite won't be put under unjustified pressure again, I'd consider all options. This isn't anything personal against the applicant, but I'm very concerned about safety and the right to peaceful enjoyment

Relevant Planning Policies:

Worthing Local Plan policies (WBC 2023): SP1, DM5
National Planning Policy Framework (MHCLG 2024)
National Planning Practice Guidance
SPG 'Extending or Altering Your Home' (WBC)

Planning Assessment:

LP Policy DM5 states that all new development (including residential annexes) should, amongst other things, be of a high architectural and design quality and respect and enhance the character of the site and the prevailing character of the area; enhance the local environment by way of character and appearance, be well built, accessible, fit for purpose and adaptable to changing lifestyle. Specifically in relation to residential annexes, DM5 states that they must be designed as ancillary to the main dwelling both

in scale and range of accommodation and facilities; and be capable of satisfactory conversion for use in association with the main dwelling when it is no longer required by a relative or dependant.

The supporting text to Local Plan policy DM5 advises that residential annexes can provide a suitable solution for accommodating a relative or dependent within the curtilage of the main dwelling house. Where a totally independent dwelling is not acceptable, permission for an annex can be granted subject to occupancy conditions limiting occupation to a relative or dependent. Annexes must not assume a detached or independent identity by design or sub-division of the curtilage of the main dwelling (paragraph. 5.67).

The application submission sets out that the garage conversion works took place over 10 years ago. For much of this time the accommodation has been occupied by the Applicant's Aunt. [The Aunt was not in occupation at the time of the above-mentioned CLEUD application having been absent for a period of about 6 months, apparently returning in April/May 2026.]

From 2025 until April 2026 the main house was used as a small HMO (Class C4). The HMO use has since ceased and following inspection, it is confirmed the main dwelling is currently occupied by the Applicant and a lodger (Class C3(b)).

Bearing in mind the proposed annexe accommodation has all the facilities capable of independent living, it's ancillary relationship to the main dwelling will derive from the way in which it is occupied, in this case by the Applicant's Aunt to whom the Applicant provides support on a day-to-day basis, including sharing meals and socialising. The rear outdoor space is shared between the annexe and the main house and is not fenced off. Even so, without the familial link between the Applicant and the occupier of the annexe, it is doubtful the annexe could genuinely be considered 'ancillary'. Thus, in addition to the usual condition which limits the use of the annexe to ancillary accommodation, it will also be appropriate in this case to remove permitted development rights that would enable a change of use from Class C3.

Visual Amenity

Public views of the converted garage building from the street are largely screened by the siting of the shepherd's hut on the drive to north side of the house. The annexe building is relatively modest in height and scale, set well back from the front of the house. The plain glass door/fixed sidelight facing the drive (and the rear of the shepherd's hut) is consistent with an ancillary external appearance. The enlarged footprint of the building does not excessively dominate or overwhelm the remainder of the shared rear garden area (approximately 27sqm). The building is in keeping with its domestic context and does not detract from surrounding local character or the street scene.

Residential Amenity

The converted garage building adjoins the rear gardens of neighbouring houses in Edmonton Road and Avalon Way. Neighbouring gardens are typically about 10m deep. The upper part of the building will be visible from these properties above the

boundary walls/fencing but is not overbearing in its effect. It does not result in any harmful loss of sunlight/daylight or loss of privacy from overlooking. It is considered the potential for increased noise and disturbance from activity associated with the occupation of the annexe by 1 person is not materially different from that which would otherwise be generated by a 4-bedroom family house.

Parking and Highway Safety

There is one parking space on the drive (in front of the shepherd's hut). However, the vehicle access crossing the public amenity space in effect serves as 2 additional tandem parking spaces (albeit not within the dwelling curtilage).

Concerns about parking issues have been raised by the third party. As noted by the LHA, most dwellings in the cul-de-sac have off-street parking in the form of a drive. Owing to the layout of the cul-de-sac on-street parking is largely limited to a layby (with room for about 5 vehicles) adjoining the area of public amenity space at the entrance to the cul-de-sac. It is understandable that inconsiderate on-street parking within the cul-de-sac can lead to congestion and inconvenience for residents. However, there is capacity for on-street parking on nearby roads. The LHA is satisfied that additional vehicle movements and parking demand generated by the occupier of the annexe accommodation would not be materially different to the existing situation and does not raise any highway safety concerns.

Recommendation:

APPROVE subject to condition(s):-

1. Drawing Numbers
2. Ancillary annexe accommodation
3. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (As Amended) or any order revoking and re-enacting that Order with or without modification), the property shall be used only for purposes within Use Class C3 as defined in the Town and Country Planning (Use Classes) Order 1987 or in any equivalent to that Class in any Statutory Instrument revoking and re-enacting that Order with or without modification.

Informative

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.

WSP Informative(s)

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

Case Officer: Jo Morin Date: 07.07.2026

Authorised by: Louise Prew

Date:08/07/2026