

Development Management – Delegated Officer Report

Application Number: AWDM/0194/26

Recommendation: – APPROVE

Site: 29 Woodside Road Worthing West Sussex BN14 7HQ

Proposal: Conversion of the existing detached garage into a bedroom with en suite for a dependent family member with window and rooflights

Date of Site Visit: 01.04.26

Neighbours Checked: Y

Additional Neighbours Notified: N

Site and Surroundings

The property comprises a ground floor maisonette on the west side of Woodside Road. It has its front door in the front elevation. The upstairs flat has a door on the side elevation off the driveway. The property has a small portion of the rear garden with doors and windows facing the enclosed space. The detached garage associated with the property is situated at the end of the drive on the side and rear boundaries.

There is parking in the front area of the property.

The garage/store is prefabricated and currently has a single door to the front facing the driveway.

Worthing football ground and stadium is situated to the side and rear of the property.

Proposal

The application proposes the conversion of the garage to form an annexe with a bedroom and shower room. The building would be insulated and a new roof with two rooflight windows. A new window is proposed in the front elevation of the garage facing into the driveway.

The annexe would be for a dependant family member to provide a bedroom and shower room.

Relevant Planning History:

None relevant

Consultations

WSCC Highways

This proposal is for the conversion of the existing detached garage into a bedroom with ensuite for a dependent family member with window and rooflights. The site is located on Woodside Road, an unclassified road subject to a speed restriction of 30 mph. Following an inspection of the application documents, WSCC in its role as Local Highway Authority (LHA) raises no highway safety concerns for this application.

There are no proposed changes to the existing access arrangement. The proposed development is not anticipated to give rise to a material intensification of use of the existing access point.

A single-bay garage will be lost as part of the proposals. However, it should be noted that the existing garage does not meet the minimum internal specifications for single-bay garages of 3m x 6m as outlined in Manual for Streets (MfS). Therefore, the LHA would not consider the existing garage for parking provision, as it is likely too small to accommodate modern sized cars. It is not unreasonable for the LHA to assume the existing garage may be being used for other purposes, such as storage.

As such, no concerns are raised regarding loss of existing parking provision. An existing driveway is to be retained with provision for at least two cars.

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

Environmental Protection, Environmental Health & Licensing

Construction Noise Hours

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.

WSP

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 informative 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.

Southern Water

Existing Sewers shown on applicant's plans not in GIS

The plan provided by the developer dwgs Site Plan & Ground Floor Plan shows a sewer crossing the site which is not shown on our records. An assessment of the sewer is required to determine its ownership and the impact it could have to the proposed site layout. It is possible that the sewer is now deemed to be public. To get in contact to confirm the exact position of the asset please visit;

https://www.southernwater.co.uk/media/ph4fk3pe/ds-location-of-rising-mains_pb.pdf

For information on required stand-off distances from public sewers please refer to:

<https://www.southernwater.co.uk/media/st5orjvm/stand-off-distances.pdf>

Proposed Soakaways

The Council's Building Control officers or technical staff should be asked to comment on the adequacy of Soakaways to dispose of surface water from the proposed development. No new Soakaways should be located within 5 metres of a public or adoptable gravity sewer, rising main or water main.

No Soakaways should be connected to the public surface water sewer.

Hierarchy of Building Regulations H3 for disposal of surface water - not yet provided documentation proving compliance

If the applicant has not already provided documentation demonstrating compliance with the surface water hierarchy reflected in part H3 of the Building Regulations, as shown below, we will require this to be provided where surface water is being considered for discharge to our network. Whilst reuse does not strictly form part of this hierarchy, Southern Water would encourage the consideration of reuse for new developments.

- Reuse
- Infiltration
- Watercourse
- Storm Sewer
- Combined Sewer

Guidance on Building Regulations is here:

<https://www.gov.uk/government/publications/drainage-and-waste-disposal-approved-document-h>

We would like to engage with you on the design for disposal of surface water for this development at the earliest opportunity and we recommend that civil engineers and landscape architects work together and with Southern Water. In many cases this

may negate or reduce the need for network reinforcement and allow earlier completion of the development.

Where a surface water connection to the foul or combined sewer is being considered, this should be agreed by the Lead Local Flood Authority, in consultation with Southern Water.

Condition

We request that should this application receive planning approval, the following condition is attached to the consent: Construction of the development shall not commence until details of the proposed means of surface water run off disposal in accordance with Part H3 of Building Regulations hierarchy as well as acceptable discharge points, rates and volumes have been agreed by the Lead Local Flood Authority, in consultation with Southern Water.

S106 Connection application

Any new connections to the public sewerage system will require a Section 106 connection application to be submitted and approved by Southern Water Services.

To make an application visit Southern Water's Get Connected service:

<https://developerservices.southernwater.co.uk> and please read our New

Connections Charging Arrangements documents which are available on our website via the following link: [https://www.southernwater.co.uk/developing-](https://www.southernwater.co.uk/developing-building/connection-charging-arrangements)

[building/connection-charging-arrangements](https://www.southernwater.co.uk/developing-building/connection-charging-arrangements)

Please note that, where there are separate systems available, Southern Water will not allow surface water to connect into the public foul sewer. If this is not possible, please provide evidence that all other options have been explored.

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

Website: southernwater.co.uk or by email at: SouthernWaterPlanning@southernwater.co.uk

Neighbour Representations

None received

Relevant Planning Policies:

Worthing Local Plan policies (WBC 2023): SP1, DM5, DM15, DM20

National Planning Policy Framework (MHCLG 2024)

National Planning Practice Guidance

SPG 'Extending or Altering Your Home' (WBC)

Planning Assessment:

The preamble to policy DM5 of the adopted Worthing Local Plan indicates at paragraph 5.68:

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, (for example where there is a lack of separate curtilage, inadequate parking or a general unacceptable intensity of use), permission may be granted for an annexe subject to conditions or planning agreements limiting

occupation to a relative or dependent, and requiring conversion of the accommodation to a use in association with the main dwelling, when it is no longer required for the relative or dependent. Such annexes should be ancillary to the main dwelling both in scale and range of accommodation and facilities, and must not assume a detached or independent identity by design or sub-division of the curtilage of the main dwelling.

Policy DM5 states:

- a) All new development (including extensions, residential annexes, alterations, ancillary development, change of use and intensification) should:
 - i) be of a high architectural and design quality and respect and enhance the character of the site and the prevailing character of the area. This will include consideration of proportion, form, design, context, massing, siting, layout, density, height, size, scale, materials, detailed design features and landscaping;
 - ii) enhance the local environment by way of its appearance and character, with particular attention being paid to the architectural form, height, materials, density, scale, orientation, landscaping, tree canopy, impact on street scene and layout of the development;
 - iii) make a positive contribution to the sense of place, local character and distinctiveness of an area;
 - iv) respect, preserve and where appropriate enhance, heritage assets and settings;
 - v) be well built, accessible, fit for purpose, and adaptable to changing lifestyle, demography and climate;
 - vi) include a layout and design which: take account of potential users of the site; create safe conditions for access, egress and active travel (walking and cycling) between all locations; provide good links to integrated public transport; and have acceptable parking arrangements (in terms of amount and layout);
 - vii) make a positive contribution to creating a safe and secure environment by integrating measures for security and designing out opportunities for crime;
 - viii) not have an unacceptable impact on the occupiers of adjacent properties, particularly of residential dwellings, including unacceptable loss of privacy, daylight/sunlight, outlook, an unacceptable increase in noise giving rise in significant adverse impacts, or vehicular movements resulting in severe cumulative impacts on the road network, or loss of important open space of public value (unless it satisfies any of the exceptions set out under Policy DM7 – Open Space, Recreation and Leisure);
 - ix) respect the existing natural features of the site, including landform, trees and biodiversity and contribute positively to biodiversity net gain. Where appropriate, this will include the protection and integration of existing trees and green infrastructure into new developments;
 - x) ensure that lighting incorporated into developments provides the minimum for public safety, is energy efficient and avoids light pollution.

Residential Annexes

- b) Residential annexes must be designed as ancillary to the main dwelling 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.

Suitability of the annexe

The application to provide for a detached annexe for the applicants grandson. The annexe has a bed space and shower and toilet.

The annexe would be within the curtilage of the property but due to the property's configuration as a maisonette it would be detached with no internal link to the main property and will involve either using the front door along the driveway or gated access to the small retained area at the rear of the property to gain access.

The garage exists and is small scale and would remain ancillary to the main dwelling. The annexe is only just over 11sqm and does not include any kitchen facilities (and limited space to do so) however it would be reasonable to expect that a small kitchenette may be provided with a kettle, microwave, toaster etc. Due to the limited space and accommodation provided by the annexe and the lack of cooking and laundry facilities, the annexe would have a functional dependency on the main house.

The proposal demonstrates a functional reliance on the main dwelling for day to day living requirements and would be capable of conversion for use in association with the main dwelling when no longer required as an annexe and is therefore considered to meet the requirements of an ancillary annexe as set out in Policy DM5 of the Worthing Local Plan.

The scale of accommodation and range of facilities are satisfactory for use as an ancillary annexe and would not assume the identity of a separate dwelling or have a separate curtilage. Appropriate conditions to ensure that the accommodation can only be used for ancillary purposes and at no time as a separate unit of accommodation would be applied to ensure compliance with policy DM5.

Visual Amenity

The proposed garage is already on site, a new window in the front elevation and two rooflight windows would not be unduly prominent on this set back building.

Residential Amenity

The proposed annexe would be to the rear of the driveway. The property is a ground floor maisonette. The upstairs maisonette has access and use of the rear portion of the property. The new window to the frontage and roof would not impact on the occupants of the upstairs flat in terms of undue overlooking or visual amenity.

The garage position and conversion to an annexe is unusual in this location and the relationship as maisonettes however it is not considered that the proposal would have a detrimental impact on the amenity of the future occupant who will only use the room to sleep spending time within the main residence for cooking, socialising and laundry facilities.

The building is also situated on the boundary with Worthing football club with the access immediately to the south. Although its location next to a football club has the potential to cause noise and disturbance in view of the location of the existing property and impact it is not considered that the annexe would be further unduly affected.

Environmental Health have requested a condition to restrict times when building works take place.

Parking

The proposal would result in the loss of a garage parking space however it is noted that the garage is not currently used as such due to its small proportions and there is no garage door. There is sufficient parking space to the front of the dwelling to serve the property.

Drainage.

The application has not provided details of drainage and as such both WSP and Southern Water have requested conditions/informatives to be provide details where necessary depending on the discharge. These will be attached.

CIL

As an ancillary annexe under 100sqm the proposal would not be CIL liable.

Recommendation

APPROVE subject to Conditions:-

1. Drawing Numbers
2. Standard time limit
3. Materials as indicated on the plans
4. No additional windows
5. No subdivision of the external plot
6. Only for a dependent relative and ancillary to main dwelling.
7. Surface water drainage

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.

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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.

Sewer connection

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

Case Officer: Jackie Fox

Date:15.04.26

Authorised by: Louise Prew

Date:15/04/2026