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# Development Management - Delegated Officer Report

**Application Number: AWDM/0913/25 Recommendation – Grant**

**Site: 3 Montford Close, Shoreham**

**Proposal: Annexe in rear garden for ancillary use to the main dwellinghouse**

**Date of site visit: 13/8**

**Neighbours checked: Y**

**Additional neighbour notifications: N**

## Proposal, Site and Surroundings

This application relates to a semi detached inter war house on the south side of Montford Close, a cul de sac off King George Road. The house has not been extended and has two off street parking spaces on the frontage.

The site is not in a conservation area and is not a listed building. There are no TPO's on the site and no known flood risk associated with it.

Permission is sought to erect a detached outbuilding at the end of the garden for use as an annex for a family member. The building measures 8 metres in width, 6 metres in depth and has a maximum height at the front of 3.35 metres. It is set off the rear boundary by 1 metre and 500mm off either side neighbours' boundaries. The garden is 23 metres deep and the annex is 15 metres from the rear wall of the house.

The annex includes an en-suite bedroom, a combined kitchen living room and a built in cupboard. It has French doors and a window facing down the garden and a high level kitchen window in the west wall and a bathroom window in the rear (south facing) wall.

The annex is to be clad in Grey Green fibre cement weatherboard with a grey membrane roof and white uPVC windows and doors.

## Relevant Planning History

AWDM/0914/25 - Application for Certificate of Lawfulness for proposed use of land to site a mobile home for ancillary use to the main dwelling. Pending

## Consultations

**Highways:** No objection.

**Health:** No objection but foul and surface water drainage details should be provided.

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**Southern Water:** Insufficient information provided. *Construction of the development shall not commence until details and diagram of the proposed means of foul/surface water drainage disposal have been submitted to and approved in writing by the Local Planning Authority in consultation with Southern Water.*

**WSP:** *No objection on surface water grounds. Informative recommended:*

*The applicant should consider the use of SuDS where possible within their drainage strategy to provide runoff betterment.'*

**Representations**

**Objection from No. 4 summarised as follows:**

- 'Overlooking of the back of our house
- Overlooking of the end of our garden from the side window'.

National Annexe Planning Consultancy (NAPC):

*'I am writing to offer our formal support for planning application AWDM/0913/25, which seeks permission for an annexe in the rear garden for ancillary use to the main dwellinghouse at 3 Montford Close, Shoreham-by-Sea, West Sussex BN43 6YP.*

*NAPC is a national authority on ancillary and modular residential accommodation, and we recognise the significant benefits that such proposals bring to local communities. Ancillary annexes, when appropriately designed and sited, make efficient use of existing residential plots and provide flexible living solutions, particularly for multigenerational families or those requiring adaptable care arrangements. This approach supports sustainable development objectives by addressing housing and care needs without necessitating large-scale new construction.*

*We note that the proposed annexe is for ancillary use, which is a key consideration in planning law. It is important that the structure remains subordinate to the main dwelling, both in use and appearance, and does not become a separate, self-contained unit. We encourage careful attention to matters such as scale, layout, and access, to ensure the annexe is well integrated and does not, risk future separation from the main house. Should the applicant require expert guidance on these aspects or wish to ensure full policy compliance and long-term peace of mind, we warmly invite them to contact NAPC for support via https://napc.uk/annexe-support/.*

*We also encourage Adur and Worthing Council to consider the inclusion of supportive annexe policies in future iterations of the local plan. Experience from Ireland and California demonstrates that ancillary accommodation can play a positive role in relieving housing pressures and supporting community resilience.*

*NAPC remains committed to working constructively with applicants and local authorities to promote high-quality ancillary accommodation that meets both local and national objectives.'*

**Relevant Planning Policies**

Adur Local Plan 2017 Policies 1, 2,15, 35 and 36
'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).

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**Planning Assessment**

**Principle**

The proposal involves upgrading the existing housing stock located within the built up area and can be supported in principle. The relevant issues are the effects on the amenities of neighbouring residential occupiers and the effect on the character and appearance of the dwelling and its surroundings.

**Residential amenity**

The annex is 15 metres from the back of the parent building and single storey only. It will not overlook the back of No. 4. No. 4 will be able to overlook it. The side kitchen window faces the existing fence between 3 and 4 where No. 4 has outbuildings. The agent has confirmed that this window has a cill height of 1600mm.

No significant overlooking will occur.

**Visual amenity**

The annex is domestic in scale and suitable to this rear garden situation. It will not overdevelop the plot.

**Highways**

No highway objection is raised.

**Drainage**

Southern Water are not satisfied with the details submitted in respect of drainage. They have asked for a condition which is added.

**Recommendation**

**APPROVE**

**Subject to Conditions:-**

1. Approved Plans
2. Standard 3 year time limit
3. No exts/alts to annex
4. Ancillary annex use
5. No sub division of garden
6. No separate letter box/doorbell
7. Details of drainage

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

The Local Planning Authority has acted positively and proactively in determining this application by identifying matters of concern within the

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application (as originally submitted) and negotiating, with the Applicant, acceptable amendments to the proposal to address those concerns. As a result, the Local Planning Authority has been able to grant planning permission for an acceptable proposal, in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

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| Case Officer: | MOK | Date: 26/8 |
| Authorised by: | Peter Barnett | Date: 26 August 2025 |