

Development Management - Delegated Officer Report

Application Number: AWDM/0481/26

Recommendation – Approve

Site: 23 The Twitten, Southwick, West Sussex

Proposal: Application for Certificate of Lawfulness for proposed loft conversion including a rear dormer and the inserting of rear-facing windows, and front-facing rooflights.

Date of site visit: No visit

Planning Assessment

Principle

The application site is a semi detached two storey dwelling house.

A loft conversion is proposed with rear flat roof dormer and front roof lights.

The site is not within a Conservation Area and is not a Listed Building.

The proposal will be viewed against the criteria of permitted development, as laid out within The Town and Country Planning (General Permitted Development) (England) Order 2015

Consideration

Schedule 2, Part 1, Development within the curtilage of a dwellinghouse
Permitted Development

Class B The enlargement of a dwellinghouse consisting of an addition or alteration to its roof

B.1 Development is not permitted by Class B if:

a) The dwellinghouse has been granted only by virtue of Class M, N, P, PA or Q.

Analysis: N/A

b) The height of the roof extension would exceed the highest part of the existing roof;

Analysis: The proposed dormer does not exceed the height of the existing ridge.

(c) the roof extension would extend beyond the plane of any existing roof slope which forms the principal elevation of the dwelling house and fronts a highway;

Analysis: The proposed dormer is to the rear of the building.

(d) the cubic content of the resulting roofspace would exceed the cubic content of the original roof by more than:-

- i) 40 cubic metres in the case of a terrace house, or
- ii) 50 cubic metres in any other case.

Analysis: The supporting document states that the proposed dormer will be 24.19m³, therefore under the 50 cubic metres allowed under permitted development rights.

(e) it would consist of or include:-

- i) a verandah, balcony or raised platform or
- ii) the installation, alteration or replacement of a chimney, flue or soil and vent pipe;

Analysis: There are none of the above proposed.

(f) the dwellinghouse is on article 2(3) land

Analysis: The development is not in a conservation area

(g) the dwellinghouse is built under Part 20 of this Schedule (construction of new dwellinghouses).

Analysis: N/A

B.2 Development is permitted subject to: -

(a) the materials used in any exterior work must be of similar appearance to those used in the construction of the exterior of the existing house.

Analysis: The plans submitted state that the materials will be used to match existing, tiles hanging to match the existing roof.

(b) the enlargement must be constructed so that: -

i) other than in the case of a hip-to-gable enlargement which joins the original roof to the roof of a rear or side extension –

(aa) the eaves of the original roof are maintained or reinstated; and

(bb) the edge of the enlargement closest to the eaves of the original roof is so far as practicable not less than 0.2m from the eaves, measured along the roof slope from the outside edge of the eaves, and

ii) other than in the case of an enlargement which joins the original roof to the roof of a rear or side extension no part of the enlargement extends beyond the outside face of any external wall of the original dwelling house.

Analysis: The eaves are retained and the dormer is set 200mm up from them as shown on the submitted plans and set out in the supporting statement.

c) any window inserted on a wall or roof slope forming a side elevation of the dwelling house must be:-

- i) obscure glazed and

ii) non-opening unless the parts of the window which can be opened are more than 1.7m above the floor of the room in which the window is installed.

Analysis: - There is a window proposed in the side gable. The plans state that it will be obscurely glazed and fixed shut or top opening only above 1.7 metres above finished floor level. This therefore complies with the above.

Class C – Alterations to the roof of a dwelling house

C.1 Development is not permitted by Class C if:-

a) The dwellinghouse has been granted only by virtue of Class M, N, P, PA or Q.

Analysis: N/A

b) The alteration would protrude more than 0.15m beyond the plane of the slope of the original roof when measured from the perpendicular with the external surface of the original roof;

Analysis: The supporting statement confirms that the proposed rooflights would have a maximum projection of 0.15m.

c) The height of the highest part of the alteration would exceed the highest part of the original roof;

Analysis: Roof lights are set below the roof ridge

(d) it would consist of or include:-

- i) the installation, alteration or replacement of a chimney, flue or soil and vent pipe; or
- ii) the installation, alteration or replacement of solar photovoltaics or solar thermal equipment.

Analysis: None are proposed

(e) the dwellinghouse is built under Part 20 of this Schedule (construction of new dwellinghouses).

Analysis: N/A

C.2 Development is permitted subject to the condition that any window located on a roof slope forming a side elevation of the dwelling house must be: -

a) obscure-glazed, and

b) non-opening unless the parts of the window which can be opened are more than 1.7m above the floor of the room in which the window is installed.

Analysis: The proposed side window will be obscurely glazed and fixed shut or top opening at 1.7 metres above finished floor level. As stated in on the submitted plans and supporting statement.

Recommendation

Issue a Certificate of Lawfulness for Proposed Development, the submission of a planning application for the works will not be required.

Reasons for Recommendation

The proposal constitutes 'development' as defined by Section 55 of the Town and Country Planning Act 1990, but is permitted by Classes B and C of Part 1 Schedule 2 of Town and Country Planning (General Permitted Development) (England) Order 2015.

Case Officer: Hannah Barker

Date: 11th June 2026

Authorised by: Peter Barnett

Date: 11 June 2026