Development Control – Delegated Officer Report

Application Number: AWDM/1257/25 **Recommendation – APPROVE**

Site: School House Sackville Road Worthing West Sussex BN14 8BQ

Proposal: Application for a Lawful Development Certificate to confirm use of the former caretaker's house as teaching space in connection with the wider school use

Date of site visit: NA

Neighbours checked: n/a

Additional neighbour notifications: n/a

Site and Surroundings

The site is located on the northern side of Sackville Road. The site contains a two-storey building which has previously been used as residential accommodation for the school caretaker. The property has parking to the east which is accessed off the driveway to the school.

To the north of the site is the wider St Andrew's CE High School.

Proposal

The proposal is to use the building as classroom space for the wider school.

The application form states the following:

Current use status unknown. The purpose of this application is to find out the current status to see what planning application, if any, is required. The House was the Caretakers house which has now been vacated and is now looking to by used as additional teaching space.

The House was built as part of the school for the Caretaker to use, hence its postal address is 'School House' and not a number, so potentially is already classed as part of the existing educational facilities. The building is to stay as part of the schools educational facilities, just used by different employees and students.

There is currently no supporting evidence as i am just trying to ascertain its current use status as this will determine what planning application, if any, is required for us to start using it for lessons.

Relevant Planning History:

WB/584/63: Erection of caretaker's house attached to school. Conditional consent 31.3.64

Planning Assessment

The determination of this application is restricted to consideration of the lawfulness of the proposal. Effectively, the issue for consideration is whether the proposal needs planning permission by means of an application, or, alternatively, may be carried out without any such need. Examples of why it may not be needed include that it is not development, it's permitted development, is *de minimis,* is not a material change of use or is immune from enforcement and so has achieved lawfulness. The, otherwise, planning merits or de-merits of a proposal are outside of the scope of the determination.

The relevant test for such an application is whether, on the balance of probabilities, the applicant has proven the proposed use is lawful. The onus is upon the applicant to demonstrate proof.

The main consideration is whether the caretaker's house forms part of the overall school (Use Class F1) or is considered a dwelling in its own right (Use Class C3). This will determine whether the use as teaching space is lawful or whether planning permission is required for the change of use.

The caretaker's house appears to have been built in the 1960s following a grant of planning permission (WB/584/63). The description of development does not specify the use class and does not contain any conditions specifying the use class or restricting change of use.

The house is located to the north of Sackville Road, and although it has a frontage onto Sackville Road, it is accessed from the vehicular entrance to the school where parking is also provided.

The building has a functional connection to the school in that it was used by the former caretaker. It is also connected physically to the school by being located on site with access from the main driveway. It is considered therefore to be ancillary to the overall school use and would also be considered Use Class F1. It is therefore considered that planning permission would not be required to allow for the building to be used as teaching space as part of the wider school.

Conclusion

The onus of proof rests on the Applicant to provide evidence that demonstrates (on the balance of probabilities) that the use is permitted. It is considered the use of teaching space would be lawful and planning permission is not required.

RECOMMENDATION:

Issue a Certificate of Lawfulness for the proposed development, the submission of a planning application for the change of use is not required.

Reasons for Recommendation

The proposal does not amount to development as set out in Section 55 of the Town and Country Planning Act as there is no change of use proposed.

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

Case Officer: Louise Prew Date: 08/01/2026

Authorised by: Jo Morin Date: 08/01/2026