

Development Management – Delegated Officer Report

Application Number: AWDM/1548/25 Recommendation: APPROVE

Site: 31 Roman Way, Southwick, West Sussex

Proposal: Roof conversion including hip to gable roof extensions to north and east sides, part hip to gable extension to west side, 2no. dormer windows to south side, dormer to north side and ground floor extension to south side.

Date of Site Visit: 1st July 2024 and 12th January 2026

Neighbours Checked: Y

Additional neighbour notification: N

Proposal, Site and Surroundings

The application site is a detached bungalow in the corner of the cul de sac Roman Way. It is of unique design, not matching the existing character of the street which is that of two storey dwellings of matching design and style built in the same era as a single development.

The bungalow was created as an infill development in the rear garden of 17 Roman Crescent in 1989 under SW/103/89/TP. There was a condition attached to this consent removing permitted development rights. The site is also located within the Conservation Area. This is exceptional also as the rest of the cul de sac is outside the designated Conservation Area. It appears that this site remains with this area as the boundaries of the host dwelling 17 Roman Crescent formed the edge of the Conservation Area. So, it is the view that by default this bungalow remains under such designation. This bungalow therefore has no permitted development rights and also the roof cannot be extended or altered without planning permission due to the CA designation.

Consent was sought under AWDM/0462/24 for the raising the roof ridge with gable ends, to increase first floor accommodation, extension to south elevation and balcony at first floor, extension to north elevation. This was withdrawn following officer advice that support could not be given for the proposals. They were considered to represent overdevelopment which was out of character with the existing bungalow representing poor design and detrimental impact upon neighbouring amenities.

Following officer advice, the current application has been submitted to seek a scaled down more sympathetically designed development, with the key improvement to be the retention of the existing ridge to allow for the overall height to be maintained. Hip to gable extensions are proposed to the roof with a half hip to the front. Flat roof dormers are proposed and a single storey flat roof extension to the south side. Three bedrooms and two bathrooms/shower rooms will be in the roof space. The extension at ground floor is labelled on the floor plans as a sun room. Materials to be used will match existing.

Representations: - 1 representation received from the owner/occupier of no. 29 Roman Way. Comments neither objecting to or supporting the planning application.

- If windows were to face north there would be invasion of privacy.
- Any north facing windows would look directly over most of the garden and all of the patio and also into the kitchen.
- We would like confirmation that there will be no change to current proposed windows to change to north facing.
- There would likely be some overshadowing as the bungalow is to the south.

Relevant Planning Policies

Adur Local Plan 2017 Policy 15, 17

'Supplementary Planning Guidance' comprising: Development Management Standard No.2 'Extensions and Alterations to Dwellings'

National Planning Policy Framework (December 2024)

WSSCC Guidance on Parking at New Developments (Sept 2020).

Planning Assessment

Principle

The relevant issues are the effects on the amenities of neighbouring residential occupiers and the effect on the character and appearance of the Conservation Area and existing building.

Visual amenity and Impact upon the character and appearance of the Conservation Area

This development as originally built was an infill, windfall site, a building within a back garden. As existing it does not relate in form or character to the other dwellings within the cul de sac. The site is small and the amenity space is limited with the bungalow close to neighbouring properties. The single storey design is an outcome of planning considerations at the time of development. It was created as a subservient building with limited building height and scale. Despite the unusual circumstances under which the bungalow became a part of the Conservation Area it still must be considered as such, albeit each case on its own merits. The main views of the bungalow are to the north and west into the cul de sac which is not within the Conservation Area. There are no public views of the bungalow within the Conservation Area, due to it forming the boundary, to the south is the private rear garden of the host dwelling.

The proposals, although increasing the bulk of the building, do not increase its height. The bulk when viewed from the front is limited as there is set back and the half hipped gable is to the front. The dormers are set down from the ridge, and the side extension is modest and low level and 'tucked in' to the side. There is vegetation to the south side screening the extension from the street also.

It is considered that there will be no impact to the Conservation Area, its character will be preserved. In terms of the impact upon the street scene and the existing bungalow, the building currently represents a unique feature within the cul de sac. The proposed development will retain this whilst not resulting in overdevelopment or increasing its subservient presence within the street. The existing, two storey dwellings will continue to be the dominant character here. Materials to match existing will contribute to the cohesive appearance of the works.

Residential amenity

The development has been designed with the consideration of the surrounding dwellings. It is set back, staggered from the street in relation to no. 29 to the north. The hip to gable to the north side and the dormers will create bulk adjacent to this boundary however this is set back in the site, adjacent to the rear of the garden at no. 29 and an adjacent garage. There will be no significant loss of light here which would warrant a refusal in this case despite the bungalow being to the south, the ridge height remains. There are no first floor windows facing north and the ground floor windows will face towards the side boundary fence.

Comments have been received from the owner/occupier of no. 29. They have expressed concern over the potential for north facing windows. A condition is set out below to remove permitted development rights to include additional windows so this privacy can be protected.

To the rear, east there is the rear garden of a neighbouring property and no loss of light, privacy or overbearing impact will occur here. There are first floor and ground floor shower room windows on this elevation. The ground floor extension is adjacent to this boundary also, however at limited height this will not have any adverse impact either.

To the south is the host dwelling 17 Roman Crescent. The submitted plans show a distance of 27 metres from the rear of this property at first floor to the first floor proposed dormer windows and 24 metres from the ground floor windows in the rear extension and the ground floor of the neighbouring dwelling. Both these distances exceed 22 metres, which is the minimum distance set out in Development Management Standard no. 2 for habitable room to habitable room. Therefore in this case the relationship is considered to be acceptable no overlooking will occur which would warrant a refusal in this case. The distance is not such to result in any loss of light or overbearing impact either.

To the west the bungalow faces the highway, no. 33 is set back on the south west side. There is a side lean to extension at ground floor and a side first floor window which currently overlooks the 'rear' garden of the site. Due to the relative positions of these buildings there will be no significant change to the relationship, the side of the existing neighbouring building faces onto the existing amenity space at the application site.

Recommendation

APPROVE

Subject to Conditions

1. Approved Plans
2. Standard 3 year time limit
3. Materials to match existing
4. Removal of permitted development rights including windows, extensions.

Is recommendation contrary to letter(s) of representation Y

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.

Case Officer: Hannah Barker

Date: 2nd February 2026

Authorised by: Peter Barnett

Date: 3 February 2026