

TOWN & COUNTRY PLANNING ACT 1990

4 WESTLAND AVENUE, WORTHING, BN14 7LB

USE OF OUTBUILDING AS RESIDENTIAL ANNEX



PLANNING STATEMENT v1

11 March 2026

CONTENTS

1.	The Application Site	3
2.	The Proposed Development	6
3.	Planning Policy Context	7
4.	Consideration of Planning Policies	8
	4.1 Principle of a Residential Annex	8
	4.2 Residential Amenity	9
	4.3 Sustainable Travel	10
5.	Conclusions	11

1. THE APPLICATION SITE

- 1.1 This planning statement is written in support of a planning application for the use of an existing, domestic outbuilding at 4 Westland Avenue as annex accommodation for a family relative.
- 1.2 4 Westland Avenue is a two-storey, semi-detached residential property on the north side of Westland Avenue in West Worthing. In the rear garden, just two metres from the back of the house, is a single storey outbuilding, which has been converted into habitable accommodation.
- 1.3 The outbuilding has brick elevations with some horizontal timber weatherboarding, and a shallow pitched roof covering in roofing felt. The entrance door is in the south elevation, facing the main house. The east elevation facing out onto the garden has three windows, and a pair of patio doors on the north side open out into the garden.
- 1.4 The gross internal floor area of the outbuilding is 20sqm (not including the mezzanine)
- 1.5 The outbuilding has been converted by the owners into habitable accommodation, with a shower, WC and kitchenette. There is a mezzanine over the kitchenette and shower room, which can be used for sleeping although it has a very low floor to ceiling height. It is used mainly for storage of domestic items.
- 1.6 The accommodation in the outbuilding is currently used by visiting members of the applicant's family during Christmas and other family celebrations.
- 1.7 The planning status of the outbuilding is that it is a building incidental to the enjoyment of the dwellinghouse, (Schedule 2, Part 1, Class E of the General Permitted Development Order).



Figure 1: The outbuilding, showing the close relationship with the main house on the left



Figure 2: Rear elevation, leading to small timber deck for sitting out



Figure 3: Inside the converted outbuilding



Figure 4: The kitchenette, with mezzanine over



Figure 5: The shower room

2. THE PROPOSED DEVELOPMENT

- 2.1 The application proposes the use of the outbuilding as a self-contained annex for a relative. To this end, the outbuilding is to be converted to an self-contained annex. The accommodation will comprise a bed, small kitchen, shower room and WC. The small kitchenette will provide basic cooking facilities, however the occupant will eat main meals with the rest of the family in the house. Laundry facilities will also be in the main house.
- 2.2 No external physical alterations are required to convert the outbuilding to an annex.
- 2.3 The fabric of the outbuilding will be upgraded to meet Building Regulations standards for habitable accommodation.

3. PLANNING POLICY CONTEXT

3.1 The development plan for the area comprises the Worthing Local Plan 2020 – 2036 (adopted March 2023).

3.2 The site is within the Built Up Area Boundary (BUAB) for Worthing.

3.3 Relevant policies in the Local Plan:

SS1 Spatial strategy

SP1 Presumption in favour of sustainable development

DM5 Quality of the built environment

DM15 Sustainable travel and active travel

DM16 Sustainable design

3.4 December 2024 National Planning Policy Framework (NPPF) policies:

Paragraph 11(d): the presumption in favour of sustainable development

4. CONSIDERATION OF PLANNING POLICIES

4.1 Principle of a Residential Annex

- 4.1.1 LP Policy DM5 states that all new development (including residential annexes) should, *inter alia*, be of a high architectural and design quality and respect and enhance the character of the site and the prevailing character of the area; enhance the local environment by way of character and appearance, be well built, accessible, fit for purpose and adaptable to changing lifestyle.
- 4.1.2 Specifically in relation to residential annexes, they must be designed as ancillary to the main dwelling both in scale and range of accommodation and facilities, 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.
- 4.1.3 The supporting text to Local Plan policy DM5 advises that 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, permission for an annex can be granted subject to occupancy conditions limiting occupation to a relative or dependent. Annexes must not assume a detached or independent identity by design or sub-division of the curtilage of the main dwelling (Local Plan, para. 5.67)
- 4.1.4 Recent decisions for annexes in Worthing demonstrate that the local planning authority (LPA) requires some level of functional and physical interdependence between the annex and the main house, to be acceptable. In this case, the functional linkage is maintained through the sharing of laundry facilities, and there only being a very basic kitchen in the annex. The limited cooking facilities and lack of laundry facilities ensure that a functional dependency on the main house is maintained for the occupant.
- 4.1.5 The annex also has strong physical inter-dependence with the main house. Although it can be accessed without going through the main house, down the passageway to the side, the annex is within the residential curtilage and the proposal does not lend itself to the formation of a separate curtilage. The annex is physically very close to the house and shares the garden. Electricity and water to the annex are connected to the main house, not on separate meters.

- 4.1.6 At 20sqm GIA, the annex accommodation is small in scale, and does not meet the minimum size requirements for a separate dwelling. It is therefore unsuitable for, and unlikely to form, a separate dwelling unit. The LPA has recently approved similar sized annexes in the borough:
- 4.1.7 AWDM/0808/25 : 32.4sqm annex for a family member approved at 2 Cherwell Road, approved 20th October 2025
- 4.1.8 AWDM/1469/24: 34sqm annex for family members approved retrospectively at 1 Furze Road, approved 28th January 2025
- 4.1.9 AWDM/0148/25: 26sqm annex for dependent relative at 93 Grand Avenue, approved 25th September 2025
- 4.1.10 The scale of the accommodation and range of facilities in the annex are appropriate to ancillary annex use, and the outbuilding would not assume the identity of a separate dwelling, or have a separate curtilage.
- 4.1.11 The proposed annex accommodation complies with DM5 as it will be ancillary to the main dwelling in terms of the range of facilities provided, the functional and physical linkage between it and the main house, and the small scale of the accommodation.
- 4.1.12 The standard annex condition can be imposed to control occupancy,

“The annexe accommodation hereby permitted shall only be used for purposes ancillary to the occupation and enjoyment of the property as a whole (as it exists at the date of this permission) as a single dwellinghouse and shall not be occupied as an independent dwelling unit. ”

4.2 Residential Amenity

- 4.2.1 Development must not have an unacceptable impact on the occupiers of adjacent properties, including unacceptable loss of privacy, daylight/sunlight, outlook, an unacceptable increase in noise giving rise in significant adverse impacts, or vehicular movements (DM5).

4.2.2 The nearest residential property to the annex is 2 Westland Avenue, immediately to the west. The annex building will be insulated to the required standard to provide habitable accommodation, and this would help with attenuation of noise to the outside. In any event, the use of the outbuilding as accommodation for a relative is highly unlikely to have consequences in terms of noise. The level of activity within the residential curtilage of the property would remain unchanged from that which would be expected from a family sized, single dwelling house as a result of the development.

4.2.3 There would be no adverse impact on the occupants of neighbouring properties by way of disturbance, loss of privacy or light as a result of the proposal. Policy DM5 is complied with.

4.3 Sustainable Travel

4.3.1 Westland Avenue is well served by local bus routes, with services operating along the A2031 South Street Tarring, and Tarring Road. West Worthing railway station is 400 metres away.

4.3.2 The site is within easy walking distance of local amenities and public transport options, in accordance with DM15.

5. CONCLUSIONS

- 5.1 This application seeks planning permission for the use of an existing outbuilding within the residential curtilage of 4 Westland Avenue as annex accommodation for a dependent relative.
- 5.2 The proposal involves no external alterations to the building. The development therefore has no impact on the character or appearance of the surrounding area and accords with the design and environmental objectives of Policy DM5 of the Worthing Local Plan.
- 5.3 The annex accommodation would remain clearly ancillary to the host dwelling. The building is modest in scale at approximately 20sqm, provides only basic kitchen facilities, and does not include laundry facilities. The occupant would therefore remain functionally dependent on the main dwelling. The annex also shares the residential curtilage and utility connections with the main house, ensuring a strong physical and functional relationship between the two.
- 5.4 The accommodation is of a scale and nature that would not allow it to operate as an independent dwelling and it would remain subordinate to the host property. A standard planning condition restricting occupation to purposes ancillary to the main dwelling can be imposed to ensure this relationship is maintained.
- 5.5 The proposal would not give rise to any unacceptable impacts on neighbouring residential amenity in terms of privacy, outlook, noise or disturbance. The use of the building to accommodate a dependent relative would generate activity levels consistent with those associated with a single family dwelling.
- 5.6 The site is located within the built-up area of Worthing with good access to local services and public transport, in accordance with Policy DM15.
- 5.7 Overall, the proposal represents an appropriate and sustainable use of an existing outbuilding to support the accommodation needs of a dependent relative. The development accords with the relevant policies of the Worthing Local Plan and planning permission should therefore be granted.