

Re: AWDM/1481/25 16 Sherbrooke Close Worthing

David Starr <david.starr@adur-worthing.gov.uk>

Thu 22/01/2026 12:01

To: Jo Morin

Jo,

The information came in from private sector housing on the 4th November, we opened a file and sent a request for a regularisation application on the 14th November 2025.

We tried to organise a visit with Oksana Volkova but she cancelled on the understanding a certificate for lawfulness was being made. This was so that we could understand what building regulations needed to be met.

The extent of information required and extent of building work in the conversion may be different depending on the approved use being sought.

Our understanding is that it is used as a studio/annexe to the main house. If it is a separate dwelling additional building regulations would apply.

I wrote to PSH in an email on the 5th Nov

'The building may have originally been exempt from the need for a building regulation application (in 2014 we were told (AWBC/0251/14) that a structure in the rear garden was built for storage of tools and no drainage included). If now used for sleeping accommodation an application would have been required at the time of the conversion for a 'change of use'. If it is to remain as that then a regularisation application would be the next step in gaining building regulation acceptance.

To register and process the application we would need the application forms and fee, plans, specification and possibly calculations (structural and other). Sufficient information should be provided to show how the regulations of the time were met or what changes will be made to meet the requirements. We would also need to carry out inspection and have areas of the work uncovered. The information needs to be provided by a competent person who understands the regulations and requirements.

As the building regulations only look at how the structure is built and can be safely used, it may be that Planning permission should be sought firstly as that legislation would control if it was acceptable to have that particular use. Where deficiencies exist Building control will ask for changes to be made or proof provided of reasonable compliance.

Not all but most of the building regulation requirements would apply for a change of use, do you have photographs or intend to make another visit.?'

Do you need/want to discuss further.

David Starr

Senior Building Control Surveyor, Planning & Development

Adur & Worthing Councils

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