

Development Management – Delegated Officer Report

Application Number: AWDM/0173/26

Recommendation: – APPROVE

Site: 9 Upton Gardens Worthing West Sussex BN13 1DA

Proposal: Demolition of existing garage and erection of new single storey outbuilding to be used as a family annexe

Date of Site Visit: 02/03/2026

Neighbours Checked: Y

Additional Neighbours Notified: N

Site and Surroundings

The site is located to the south-east side of Upton Gardens within a predominantly residential area of Worthing. The property comprises a two-storey, semi-detached house with brick and tile hung elevations and a pitched roof. There is a single storey extension to the rear, a detached garage and a small garden. The property is set back from the road behind a low fence and paved/gravel driveway.

The property is not within a conservation area, is not a listed building and there are no protected trees on site.

Proposal

Planning permission is sought for a single storey outbuilding within the rear garden for use as an annexe for a family member. The existing garage would be demolished.

The proposed outbuilding forming an annexe would measure 7.5m deep x 3.9m wide with a flat roof of 2.73m high. There would be a smaller utility store attached to the front of the outbuilding measuring 1.85m deep x 1.5m wide with a lower flat roof of 2.33m high. The building would be finished in composite cladding with dark grey/black UPVC windows and doors and an EDPM roof.

The annexe would provide a bedroom, ensuite and living space, with a window and French doors to the south elevation and rooflights above. The smaller attached building would provide a utility space with doors to the front.

The annexe would be occupied by the family's daughter as ancillary accommodation to the main dwelling and would share the garden and main facilities within the house. Access to the annexe is via the garden.

The application has been amended to correct the site dimensions and rear boundary and to reduce the amount of glazing to the south elevation.

Relevant Planning History:

None relevant

Consultations

WSCC Highways - *This application is for the demolition of existing garage and erection of new single-storey outbuilding to be used as a family annexe. The site is located on Upton Gardens, an un-classified road subject to a speed limit of 30mph.*

The proposal would result in the loss of one existing garage parking space for the existing dwelling. However, the existing external parking spaces to the site frontage will be retained, providing parking for two vehicles. The proposal would result in the increase of one bedroom for the existing dwelling. Any overspill parking as result of the proposal would have to be accommodated on street in this location. The LHA would not raise any highway safety concerns to on-street parking in this location; however the LPA may wish to consider the potential impacts of this proposal on on-street parking from an amenity point of view.

Conclusion

The LHA does not consider that this proposal would have an unacceptable impact on highway safety or result in 'severe' cumulative impacts on the operation of the highway network, therefore is not contrary to the National Planning Policy Framework (paragraph 116), and that there are no transport grounds to resist the proposal.

Neighbour Representations

None received

Relevant Planning Policies:

Worthing Local Plan policies (WBC 2023): SP1, DM5
National Planning Policy Framework (MHCLG 2024)
National Planning Practice Guidance
SPG 'Extending or Altering Your Home' (WBC)

Planning Assessment:

There is no objection in principle to extensions and alterations to residential dwellings within the built-up area. The key considerations are the effects on the visual and residential amenities of the locality.

Policy Context for Residential Annexes

The preamble to policy DM5 of the Worthing Local Plan indicates at paragraph 5.68:

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, (for example where there is a lack of separate curtilage, inadequate parking or a general unacceptable intensity of use), permission may be granted for an annexe subject to conditions or planning agreements limiting occupation to a relative or dependent, and requiring conversion of the accommodation

to a use in association with the main dwelling, when it is no longer required for the relative or dependent. Such annexes should be ancillary to the main dwelling both in scale and range of accommodation and facilities, and must not assume a detached or independent identity by design or sub-division of the curtilage of the main dwelling. Policy DM5 states (specifically in relation to Residential Annexes):

Residential Annexes

b) Residential annexes must be designed as ancillary to the main dwelling 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.

Use of the Annexe

The annexe is to be used for purposes ancillary to the occupation of the main dwelling, to accommodate a family member. Access into the annexe would be via double doors opening onto the rear garden of the main house. The rear garden is accessible from the main house and via the driveway, there is no access to the annexe from outside the site. The garden would be retained by and shared with the main house.

Internally the floor space provided by the annexe is limited with a GIA of 23.8m², accommodating a bedroom, ensuite and living space. There are no kitchen facilities indicated on the plans (and limited space to do so) however it would be reasonable to expect that a small kitchenette may be provided with a kettle, microwave, toaster etc. Due to the limited space and accommodation provided by the annexe and the lack of cooking and laundry facilities, the annexe would have a functional dependency on the main house.

The proposal demonstrates a functional reliance on the main dwelling for day to day living requirements and would be capable of conversion for use in association with the main dwelling when no longer required as an annexe and is therefore considered to meet the requirements of an ancillary annexe as set out in Policy DM5 of the Worthing Local Plan.

The scale of accommodation and range of facilities are satisfactory for use as an ancillary annexe and would not assume the identity of a separate dwelling or have a separate curtilage. Appropriate conditions to ensure that the accommodation can only be used for ancillary purposes and at no time as a separate unit of accommodation would be applied to ensure compliance with policy DM5.

Visual Amenity

The proposed annexe would be set back from the road by approximately 20m and positioned behind the existing double gates to the side of the house. The annexe would replace the existing garage in the same position but would be about 0.9m wider and 1.8m deeper than the garage, extending into the garden. The height would be increased from 2.15m to 2.73m. The smaller utility building would be to the front of the annexe and extend 1.85m further forward than the existing garage.

The proposed annexe would be visible above the high gates to the side of the house but due to its set back position and single storey height, it would not appear dominant

or intrusive in the street scene or have any adverse impact on the character of the locality.

The garden area is quite small and would be reduced further by the larger outbuilding however a small area of lawn and patio would be retained providing just about adequate outdoor space for the occupants

The size of the annexe is reasonably modest and the scale and form would be subsidiary to the main house. The materials proposed consisting of composite cladding and an EDPM roof are commonly used for garden buildings and would not appear out of character with the surrounding area.

There would be no adverse impact on the visual amenities of the locality as a result of this application.

Residential Amenity

The most affected neighbours are those to the sides at No.7 and 11 and to the rear at No.3 Upton Gardens.

No.7 is located to the north side of the application site and has a garage adjacent to the boundary, of the same size and in the same position as the garage at No.9 and also has a further garage extension in front of this extending from the front of the garage along the side of the house. The proposed annexe building would be taller than the neighbour's garages but would be screened by these buildings and would have no adverse impact on their amenities. The annexe would extend approximately 1.8m further to the rear than the neighbour's garage however the space to the rear of their garage is used as storage space and therefore the proposal would not have a detrimental effect on the neighbour's garden space.

No.11 is located to the south side and separated by a fence to the boundary. The proposed annexe would be about 3.6m from this fence and would not result in any overshadowing or loss of light to the neighbour's garden. The openings to the south elevation of the annexe would look out onto the boundary fence and would not result in overlooking or loss of privacy. The amount of glazing in the south elevation has been reduced to ensure there would be no adverse impact on the neighbour.

No.3 is located to the rear of the application site and the side boundary of their rear garden is adjacent to the rear boundary of the site. The proposed annexe would extend out to the boundary fence, close to the neighbours' garage and garden. The proposed annexe is single storey in height and would not appear overbearing or oppressive to the neighbour or result in any significant overshadowing. There are no openings to the rear and no overlooking or loss of privacy would occur.

There would be no significant detrimental impact on the residential amenities of adjacent occupiers as a result of this application.

Parking

The proposal would result in the loss of a garage parking space however it is noted that the garage is not currently used as such due to its small proportions. There is sufficient parking space to the front of the dwelling to serve the property.

Recommendation:

APPROVE subject to condition(s):-

1. Drawing Numbers
2. Standard time limit
3. Materials as specified
4. No additional openings to south or east elevations of annexe
5. Ancillary annexe use
6. No sub-division of plot

Informative

The Local Planning Authority has acted positively and proactively in determining this application by identifying matters of concern within the application (as originally submitted) and negotiating, with the Applicant, acceptable amendments to the proposal to address those concerns. As a result, the Local Planning Authority has been able to grant planning permission for an acceptable proposal, in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

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

Case Officer: Amanda Haslett Date: 25/03/26

Authorised by: Jo Morin Date: 25.03.2026