

TOWN & COUNTRY PLANNING ACT 1990

15 SHERBROOKE CLOSE, DURRINGTON, WORTHING, BN13 2TW

**CONVERSION OF GARAGE TO RESIDENTIAL ANNEX
(RETROSPECTIVE)**



PLANNING STATEMENT v1

13 May 2026



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1. APPLICATION SITE

- 1.1 This planning statement is written in support of a planning application for the conversion of a domestic garage at 15 Sherbrooke Close to annex accommodation for a family relative. The conversion was undertaken over ten years ago. Google Earth images show a new roof and small side projection being added to the garage between June 2014 and April 2015, which coincides with the applicant's stated conversion date. As the small projection was completed over four years ago and prior to 25th April 2024, it is immune from enforcement action.
- 1.2 The annex is occupied by the applicant's aunt, who has lived there as part of the family for several years. Prior to this, the applicant's grandmother lived in the annex.
- 1.3 15 Sherbrooke Close is a two-storey, semi-detached residential property in Durrington. The house has a single storey rear extension leading out onto a patio garden, where there is a flat roofed detached outbuilding that has been converted into annex accommodation. Formerly a garage, the building now comprises a single, open plan space with living room, dining table, sofa bed and kitchen, and separate shower room with shower, washing machine, WC and basin.
- 1.4 The annex is accessed through the main house, or down the side driveway.
- 1.5 The annex building is L-shaped, the main part measuring 7.5 metres long by 2.7 metres wide, with a 2.2 metre by 1.7 metre projection on the south side forming the shower room. The building is 2.5 metres high with smooth rendered walls and a flat roof.
- 1.6 The annex has a gross internal floor area (GIA) of 20.4sqm.



Figure 1: The annex. The house extension is the brick structure on the right hand side



Figure 2: The small extension forming the shower room



Figure 3: Annex kitchen



Figure 4: Annex shower room

2. PROPOSED DEVELOPMENT

- 2.1 The garage was converted to an annex over ten years ago. At the time, planning permission was not sought as the applicant was unaware that permission was required. This application is submitted retrospectively to regularise the conversion of the former garage outbuilding to annex accommodation.

3. PLANNING HISTORY

- 3.1 An application for a Lawful Development Certificate for the use of the converted outbuilding as a separate dwelling was submitted earlier this year (AWDM/1481/25). Following discussions with the Planning Officer, the application was withdrawn. Although the annex had been occupied by the applicant's aunt and grandmother, the occupation was not sufficiently independent of the main house to constitute a separate dwelling. Jo Morin, the planning officer, was of the view that the accommodation was ancillary to the main dwelling, i.e. an annex.
- 3.2 Following communication with Ms Morin, it was agreed that the best course of action was to withdraw the LDC application and submit a retrospective application for conversion of the garage to annex accommodation.

4. PLANNING POLICY CONTEXT

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

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

4.3 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

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

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

5. CONSIDERATION OF PLANNING POLICIES

5.1 Principle of a Residential Annex

- 5.1.1 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.
- 5.1.2 Specifically in relation to residential annexes, DM5 states that 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.
- 5.1.3 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)
- 5.1.4 Recent decisions for annexes in Worthing demonstrate that to be acceptable, annexes should have some level of functional and physical interdependence between the annex and the main house. In this case, the annex cannot be accessed except through the main house. It is also situated very close to the main house, with a few metres, so on a day to day basis the occupants in the main house cannot help but live closely with the person residing in the annex. The patio is also shared. These factors alone create a close physical inter-dependence between the annex and the main house. Due to the close physical proximity and lack of a separate access, it would not be possible to separate the annex off as a separate dwelling.
- 5.1.5 Although the annex has its own cooking and dining facilities, these are quite basic and clearly only suitable for one person. Ms Volkova's aunt often comes into the house to

share meals with her niece, so that they can enjoy each other's company, and watch television together.

- 5.1.6 Electricity and water to the annex are connected to the main house, not on separate meters.
- 5.1.7 At 20.4sqm GIA, the annex space is limited, and does not meet the minimum size requirements for a separate dwelling. It is therefore unsuitable as a separate dwelling unit. The LPA has recently approved similar sized annexes in the borough:
- 5.1.8 AWDM/0309/25 : 20sqm annex for family relative in a converted garage at 4 Westland Avenue, Worthing, approved 30th April 2026.
- 5.1.9 AWDM/0808/25 : 32.4sqm annex for a family member approved at 2 Cherwell Road, approved 20th October 2025
- 5.1.10 AWDM/1469/24: 34sqm annex for family members approved retrospectively at 1 Furze Road, approved 28th January 2025
- 5.1.11 AWDM/0148/25: 26sqm annex for dependent relative at 93 Grand Avenue, approved 25th September 2025
- 5.1.12 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.
- 5.1.13 The proposed annex accommodation complies with DM5 as it is ancillary to the main dwelling, with which it has a very close physical relationship, and the small scale of the accommodation.
- 5.1.14 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. "

5.2 Residential Amenity

- 5.2.1 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).
- 5.2.2 The houses on Sherbrooke Close, Edmonton Road and Avalon Way are quite close together, with small front and rear gardens. The annex borders adjoining gardens to the north and east. The outbuilding has been used as habitable accommodation for many years without detriment to the amenity enjoyed by the occupants of the adjacent dwellings. The use is very low key, the accommodation being only suitable for one person.
- 5.2.3 The use of the annex as accommodation for a family relative, is highly unlikely to have consequences in terms of noise or other disturbance. The level of activity within the curtilage is not greater than would be expected for a residential property of this size.
- 5.2.4 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.

5.3 Sustainable Travel

- 5.3.1 Sherbrooke Close is well served by local bus routes, with services operating along Romany Road and Columbia Drive to Worthing town centre and Lancing.
- 5.3.2 The site is within easy walking distance of local amenities and public transport options, in accordance with DM15.

6. CONCLUSIONS

- 6.1 This application seeks retrospective planning permission for the conversion of a former garage within the residential curtilage of 15 Sherbrooke Close, Durrington, to annex accommodation for a relative.
- 6.2 The conversion works were completed over ten years ago. Since then, the annex has been occupied by the applicant's aunt and grandmother.
- 6.3 The annex accommodation is clearly ancillary to the host dwelling. At 20.4sqm internally, the annex is modest in scale, providing basic living accommodation for one person. The annex cannot be accessed independently, but only through the main house. It also shares the patio garden and utility connections with the main house, ensuring a strong physical and functional relationship between the two.
- 6.4 The accommodation is of a scale and nature that does not allow it to operate as an independent dwelling. A standard planning condition restricting occupation to purposes ancillary to the main dwelling can be imposed to ensure it remains linked to the main house.
- 6.5 The proposal does 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 generates activity levels consistent with those associated with a single family dwelling, and in over ten years of use there have been no complaints from neighbours.
- 6.6 The site is located within the built-up area of Durrington with good access to local services and public transport, in accordance with Policy DM15.
- 6.7 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.
- 6.8 The development accords with the relevant policies of the Worthing Local Plan and planning permission should therefore be granted.