

Development Management - Delegated Officer Report

Application Number: AWDM/0068/26

Recommendation – Approve

Site: 13 Mill Hill Gardens, Shoreham-by-sea

Proposal: Retrospective application for retention of an outbuilding, for ancillary home office use incidental to the main dwelling house.

Date of site visit: 4 February 2026

Neighbours checked: Y

Additional neighbour notifications: N

Proposal, Site and Surroundings

The application relates to a detached bungalow at the head of a cul de sac. It has been extended at the rear and within the roofspace with a rear dormer. Retrospective permission is sought to retain an outbuilding that has been constructed to the south of the property, replacing a former garage. It measures 5.5m by 5.4m with a covered area at the rear which is enclosed on its south side and measures 2.5m by 2.4m. The building has a pitched roof and is 3.2m high to the ridge and 2.3m high to eaves. It is of timber construction.

Relevant Planning History

AWDM/1557/17 - Lawful Development Certificate for proposed rooms in roof with rear dormer with Juliet balcony to west elevation and two rooflights to front (east) elevation – approved

AWDM/0742/22 - Householder application for permitted development for prior approval for single storey extension to rear of property measuring 7.50m from rear wall of the original house, maximum height 2.80m and height of eaves of the extension 2.80m - approved.

Consultations

None

Representations

None received

Relevant Planning Policies

Adur Local Plan 2017 Policies 1, 2 and 15
'Supplementary Planning Guidance' comprising: Development Management Standard No.2 'Extensions and Alterations to Dwellings'
National Planning Policy Framework (December 2024)

Planning Assessment

Principle

The proposal involves upgrading the existing housing stock located within the built up area and can be supported in principle. The relevant issues are the effects on the amenities of neighbouring residential occupiers and the effect on the character and appearance of the dwelling and its surroundings.

Visual amenity

The building is larger than the previous garage and taller than the neighbouring garage immediately adjacent to it, but it is not prominent in the street scene, being largely hidden from view due to the angle of the main bungalow relative to the cul de sac. It is not excessive in size and is considered to be an acceptable form of development.

Residential amenity

The building is in use as a home office/garden room/gym. It has been fitted out with a sink and shower/wc and did originally have a hob, which has since been removed. At the time of the site visit, the applicant's partner was using the building as an office. It is considered that, subject to the usual condition restricting it to incidental use only, the use is acceptable.

The building is sited adjacent to the neighbour's garage on the southern boundary. It is sufficiently distant from neighbouring windows to not adversely affect light or outlook.

Parking

There is sufficient space in front of the building for the parking of cars.

Recommendation

APPROVE

Subject to Conditions:-

1. Approved Plans
2. Incidental use only

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

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: Peter Barnett

Date: 17 February 2026

Authorised by: Louise Prew

Date: 17/02/2026