

Development Management – Delegated Officer Report

Application Number: AWDM/0315/26 **Recommendation:** APPROVE

Site: Stapleford, Elm Grove, Lancing, West Sussex

Proposal: Single storey rear extension

Date of Site Visit: 28th April 2026

Neighbours Checked: Y

Additional neighbour notification: N

Proposal, Site and Surroundings

The application site is a two storey detached dwelling with a flat roof addition to the side, this appears to be a converted, single garage with a parapet roof. There is an existing brick and tile, lean to, single storey extension and conservatory to the rear. These are to be removed and a single storey extension is proposed the full width of the building, including the former garage. The extension has a half hipped roof and is 5 metres in depth, the same depth as the existing conservatory. The extension will be built in brick and tiles to match the existing house.

Amended plans have been submitted to show the side window on the eastern elevation of the proposed extension removed.

Representations: - None received.

Relevant Planning Policies

Adur Local Plan 2017 Policy 15

‘Supplementary Planning Guidance’ comprising: Development Management Standard No.2 ‘Extensions and Alterations to Dwellings’

National Planning Policy Framework (December 2024)

WSCC Guidance on Parking at New Developments (Sept 2020).

Planning Assessment

Principle

The relevant issues are the effects on the amenities of neighbouring residential occupiers and the effect on the character and appearance of the area.

Visual amenity

The extension is to the rear of the property. It does extend to the rear of the former garage which is single storey however due to the set back and the front parapet wall

it will not be a feature which is visible within the street. It replaces existing development and is in keeping in scale and finish with the existing building.

Residential amenity

The main properties to be affected are those either side of the site. To the west there is a boundary wall and fence, blank side elevation of the neighbouring dwelling house and rear single storey extension. The extension will be up to this boundary however as it is up against a blank side elevation then no loss of light, privacy or overbearing impact will occur. There is a small office window proposed however taking into consideration the adjacent building and limited impact this can be supported. The window will however be conditioned to be non-opening, sliding or inward opening (as confirmed by the agent) to avoid any encroachment over the boundary. The extension will follow the position of the existing garage.

To the east the neighbouring, detached dwelling has a garage adjacent to the boundary which appears to have been converted with an out building to the rear. The extension will be set in from the boundary adjacent to the neighbouring property. The applicant has submitted photographs and confirmed that the rear window adjacent serves a utility/garage which is used for storage of the pump for the swimming pool. Therefore, there is no concern with regards to any potential loss of light or overbearing impact to this rear opening. The extension being 5 metres although not on the boundary would impact this rear window, yet as it is serving non habitable space this can be supported.

The side window has been removed as this was adjacent to the boundary with the rear garden of the neighbouring property and the space is already served by light and outlook to the rear so was no deemed necessary here.

Recommendation

APPROVE

Subject to Conditions:-

1. Approved Plans
2. Standard 3 year time limit
3. Materials to match existing
4. No additional windows on the east or west elevation of the extension. The office window on the west elevation shall be fixed shut, sliding or inward opening and shall remain as such unless otherwise approved in writing by the LPA.

Is recommendation contrary to letter(s) of representation N

Proactive with amendments

Case Officer: Hannah Barker

Date: 8th May 2026

Authorised by: Peter Barnett

Date: 8 May 2026