Expiry Date - 15/08/2025

Development Management – Delegated Officer Report

Application Number: AWDM/0814/25 **Recommendation – APPROVE**

Site: **3 Adelaide Close Worthing West Sussex BN13 3HN**

Proposal: **Conversion of existing detached garage building (including raising the roof) to create an annexe for a dependant relative.**

Date of site visit: 18/07/25

Neighbours checked: Y

Additional neighbour notifications: N

Site and Surroundings

The site is located on the corner of Adelaide Close within a residential area of Worthing. The property comprises a semi-detached two storey house with brick elevations and a pitched roof. There are single storey extensions to the side and rear and a shed within the rear garden which is enclosed by a high brick wall. There is a brick built detached garage at the end of the garden with vehicle access to the south on to Adelaide Close and pedestrian access via the house and garden. The garage is set back about 6m from the edge of the pavement.

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 conversion of the garage (including raising the roof) to an annexe for a dependant relative.

The garage sits at the end of the garden with access from the garden and a garage door to the road frontage to the south. The garage roof would be raised from approximately 2.4m to 2.8m to accommodate the required insulation for habitable use. The garage door to the south elevation would be replaced with brick infill and a window. The existing door and window to the east side facing into the garden would be replaced in the same position. No other external changes are proposed.

Internally the garage would be converted to an annexe with a shower room and small kitchenette to the north end and bed/living space to the south end. The total GIA would be approximately 17.5m2. The only access to the annexe would be via the door into the rear garden.

The annexe is proposed for use by a dependant relative of the applicant.

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Relevant Planning History:

None relevant

Consultations:

Environmental Health - Works of construction or demolition, including the use of plant and machinery, necessary for implementation of this consent shall be limited to the following times.

Monday - Friday 08:00 - 18:00 Hours
Saturday 09:00 - 13:00 Hours
Sundays and Bank Holidays no work permitted

Any temporary exception to these working hours shall be agreed in writing by the Local Planning Authority at least five days in advance of works commencing. The contractor shall notify the local residents in writing at least three days before any such works.

Reason: To safeguard the residential amenity of the area

Officer response: The application is a householder application. It is not the Council's normal practice to impose conditions on hours of construction for domestic extensions/alterations. It considered the recommended condition is not proportionate to the potential risk of harm from noise and disturbance during construction works.

WSCC Highways - This application seeks the conversion of existing garage (including raising roof) to create annexe for dependant relative. The site is located on Adelaide Close, an unclassified road subject to a speed restriction of 30 mph.

No alterations are proposed to the existing vehicular access arrangement. The proposed conversion to annexe would not be anticipated to give rise to a material intensification of movements to or from the site.

The proposals will result in the loss of a garage for vehicular parking. However, I would note that the existing garage does not meet the minimum widths for garages as outlined in Manual for Streets (MfS). As such, the garage may be too small to accommodate modern sized cars. It is not unreasonable for the LHA to assume the garage could be being used for other purposes, such as storage. As such, no concerns would be raised over loss of existing parking provision. One off-street car parking space is to be retained fronting the garage.

In summary, 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.

WSP - Following a review of the submitted information, we have no objection on surface water grounds. Due to the site, size, location, and type of development we would recommend the approval of the application.

Southern Water –

Connection to public sewer
Southern Water requires a formal application for a connection to the public sewer to be made by the applicant or developer. To make an application visit Southern Water's Get Connected service:
https://developerservices.southernwater.co.uk and please read our New Connections Charging Arrangements documents which are available on our website via the following link: https://www.southernwater.co.uk/developing-building/connection-charging-arrangements

We request that should this planning application receive planning approval, the following informative is attached to the consent:

Construction of the development shall not commence until details of the proposed means of foul sewerage and surface water disposal have been submitted to and approved in writing by the Local Planning Authority in consultation with Southern Water.

For further advice, please contact Southern Water, Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX (Tel: 0330 303 0119) Website: southernwater.co.uk or by email at:
SouthernWaterPlanning@southernwater.co.uk

Representations:

A comment has been received in support of the application from the National Annexe Planning Consultancy (NAPC): -

'On behalf of the National Annexe Planning Consultancy (NAPC), I write in support of planning application AWDM/0814/25 for the conversion of the existing detached garage building, including raising the roof, to create an annexe for a dependant relative at 3 Adelaide Close, Worthing, West Sussex BN13 3HN. NAPC is the UK's leading authority on ancillary and modular residential development, and we welcome proposals that make efficient and sustainable use of existing residential plots to meet evolving family needs.

The creation of an annexe as described is inherently ancillary to the main dwelling and aligns with national objectives to support flexible, multigenerational living arrangements. Such developments offer a sustainable response to housing and care pressures, providing much-needed accommodation for dependant relatives without necessitating large-scale new construction. The proposal's intention to retain the annexe as part of the main residential curtilage is a key planning consideration, and we encourage the applicant to ensure that the layout, access, and scale remain subordinate to the principal dwelling to reinforce its ancillary status.

We note the importance of maintaining a clear functional and physical link between the annexe and the main house, thereby reducing any risk of future separation or independent use. This approach is consistent with established planning principles and helps safeguard the long-term integrity of the residential plot. Should the applicant require further guidance on policy compliance or wish to secure long-term peace of mind, we warmly invite them to contact NAPC for expert advice:
https://napc.uk/annexe-support/.

We also encourage Adur and Worthing Council to consider the adoption of supportive annexe policies in future local plan reviews. Evidence from Ireland and California demonstrates that ancillary accommodation can play a significant role in relieving housing pressures and supporting communities in a sustainable manner.

NAPC remains committed to working constructively with applicants and local authorities to ensure that ancillary accommodation delivers positive outcomes for families and neighbourhoods alike.'

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 dependant relative. The only access into the annexe would be via a door opening onto the rear garden of the main house. The rear garden is accessible from the main house and via an existing gate in the rear wall. The garage door to the south elevation would be replaced with a window and would prevent access 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 17.5m2, that would accommodate a small shower room and toilet, small kitchen area and combined living/bed space. The width of the internal space is around 2.15m. The limited space and accommodation provided by the annexe and the limited cooking facilities and lack of laundry facilities would ensure that a functional dependency on the main house is maintained.

The proposal demonstrates a functional reliance on the main dwelling for day to day living requirements 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 ancillary annexe use and the annexe 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, and to ensure no access is possible directly into the annexe from outside the site, would be applied to ensure compliance with policy DM5.

Visual Amenity

The garage to be converted is clearly visible from the road to the south but is set back about 6m from the pavement edge, in line with the house to the west. The existing high boundary wall to the garden partially screens views of the garage from further to the east.

The garage roof would be raised by approximately 40cm but would retain the flat roof and low height of the building. The garage door would be replaced with a window to the south elevation. Although this would give the garage a domestic appearance this would not undermine the ancillary nature of the building. The garage as converted would remain as a subsidiary ancillary building in form, scale and appearance.

There would be no significant adverse impact on the character of the street scene or the visual amenities of the locality as a result of this application.

Residential Amenity

The neighbours most affected by this proposal are No.2 to the rear and No.4 to the side.

No.2 is located to the west of the site and is adjacent to the garage to be converted. The only external change to the building proposed by this application is a small increase in height of around 40cm. The garage sits in line with the house and the increase would not result in overshadowing or have an overbearing impact on the neighbour's front window. There are no openings to the side of No.2 and none proposed to this side of the annexe and there would be no opportunities for overlooking or loss of privacy. The window to the front of the converted garage would look out on to the existing driveway and the road beyond.

No.4 is the adjoining house to the north side. The garden of this property is adjacent to the north end of the converted garage. The increase in height would not be excessive and would not result in a dominant or oppressive addition or significantly increase overshadowing to the neighbours garden. There are no openings proposed to the north of the annexe and the shower room to this end would be served by a small window facing into the applicants own garden. There would be no loss of privacy or overlooking to the neighbours property.

The building would be insulated to the required standard to provide habitable accommodation as an annexe and this would help to minimise external noise from the annexe. Use of the converted garage as an annexe would not lead to a significant intensification of use of the site as this would utilise an existing building for purposes ancillary to the main dwelling. Given the small size of the annexe the occupant would be dependent on the main house for day to day living. Conditions would be imposed to prevent the annexe being used as a separate dwelling. There would be no significant increase in noise and disturbance as a result of this use.

Parking

The proposal would result in the loss of a garage space for vehicle parking however it is noted that the garage is not currently used for this purpose and does not meet the minimum size requirements for a garage. Sufficient parking is available on the driveway and there would be no adverse impact on amenity.

Recommendation

APPROVE subject to Conditions:-

1. Drawing Numbers
2. Standard time limit
3. Matching materials for walls and roof

4. No door or openings other than approved to south elevation
5. No openings to north or west elevations of converted garage
6. Ancillary annexe use only
7. No sub-division of plot

Informative

1. 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.

2. A formal application for connection to the public sewerage system is required in order to service this development. The applicant is advised to contact Southern Water Developer Services, Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX (Tel 0330 303 0119) or www.southernwater.co.uk or email developerservices@southernwater.co.uk

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

Case Officer: Amanda Haslett Date: 14/08/25

Authorised by: Jo Morin Date: 15.08.2025