

Planning (Development Management)
Adur & Worthing Councils
Portland House
44 Richmond Road
Worthing
BN11 1HS

19/08/2026

Dear Sir/ Madam

RE: RETROPSECTIVE PLANNING APPLICATION – USE OF RESIDENTIAL
GARAGE FOR 1 ON 1 BEAUTY THERAPY TREATMENTS AT 55 HAWKINS
ROAD, SHOREHAM BY SEA, BN43 6TH

This covering letter is submitted in support of an application for
retrospective planning permission at 55 Hawkins Road for:

*“Use of detached garage building for 1-to-1 beauty therapy services by
owner/occupier of 55 Hawkins Road.”*

The application is submitted in response to enforcement case
AWEN/0037/26, in which Adur District Council has alleged a breach of
planning control arising from the use of the detached garage as a beauty
therapy studio by the owner/ occupier of the main house at 55 Hawkins
Road.

This covering statement sets out the relevant planning considerations
associated with the development and demonstrates that the use of the
detached garage as an ancillary home-working space, providing 1-to-1
beauty therapy services by only the owner/occupier of the dwelling, is
acceptable in planning terms. In particular, the statement considers the

nature and scale of the use, its relationship with the main dwelling, and any potential impacts on neighbouring residential amenity, parking and highway safety.

The development does not represent the creation of a separate commercial premises or an independent planning unit. Rather, the garage remains ancillary to the residential use of 55 Hawkins Road, with the beauty therapy use constituting a small-scale home-working activity undertaken by the owner/occupier. The application therefore seeks to regularise the existing use through the grant of retrospective planning permission.

Please read this letter alongside the submitted documents as listed below:

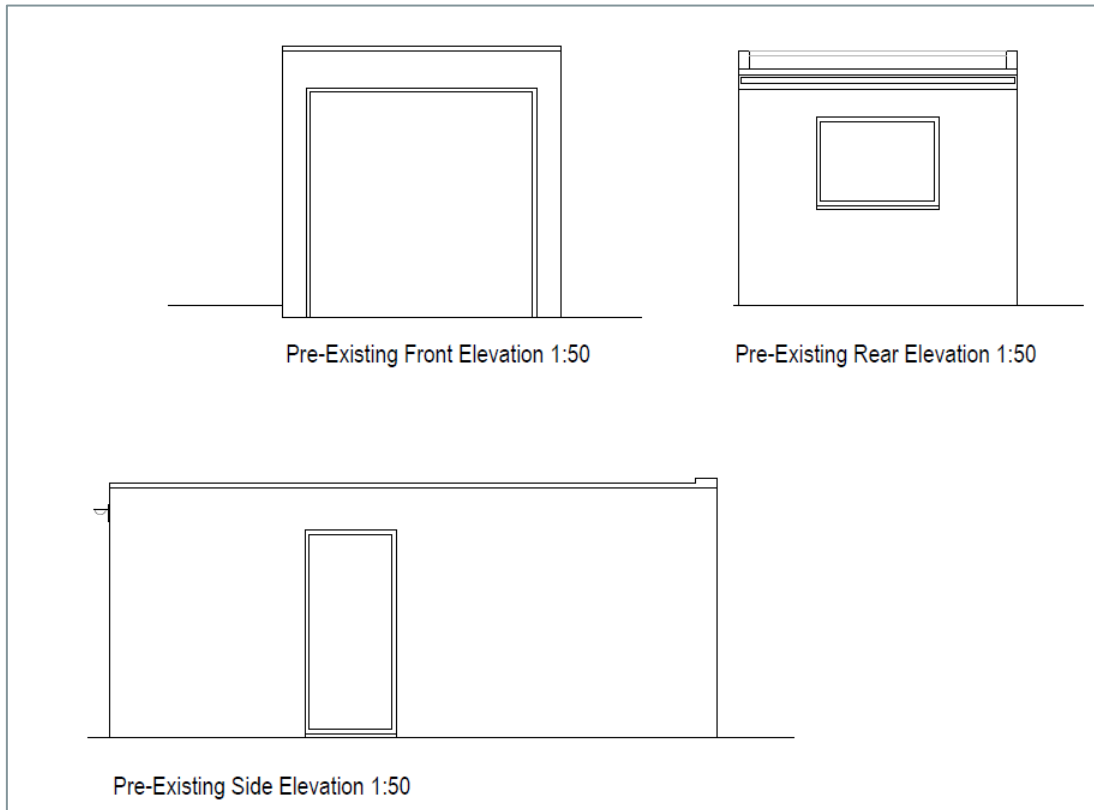
- Application forms
- This covering letter
- Location Plan
- Preexisting and existing floor plans and elevations

The Application Site

The site includes the main dwelling, a rear garden area and a detached single storey garage building. The site benefits from off street parking for two vehicles and a shared driveway with 57 Hawkins Road to the south.



Pre-existing site image (relevant garage building indicated by red arrow)



Garage elevations (pre-existing)

The wider area is characterised by similar bungalows in semis, some with ancillary home businesses attached, such as the following.

- Best Of Buddies Ltd - Childcare Services
28, Hawkins Road, Shoreham-by-sea, West Sussex, BN43 6TH
- Doorenty.net Limited - Security Activities
31, Hawkins Road, Shoreham-by-sea, West Sussex, BN43 6TH
- Dan's Bike Service - Cycle Repairs
62a, Hawkins Road, Shoreham-by-sea, West Sussex, BN43 6TH
- Lone Wolf Walks - Dog care and walking
20 Hawkins Rd, Shoreham-by-Sea BN43 6TJ

- The Flamingo Clinic – Beauty spa
50 Hawkins Crescent, Shoreham-by-Sea, BN43 6TP

To the west and north-west of the site are Holmbush Primary School, Herons Dale Primary School and the Holmbush Retail Park (Tesco, M&S, Next, McDonalds). To the east, the site is bordered by rows of residential dwellings, interspersed with large rear gardens. Upper Shoreham Road lies slightly to the south of the site.



Extract from Local Plan Policies Map (Adur 2019)

The site is not within any policy areas as shown on the Adur Local Plan Policy Map 2019.

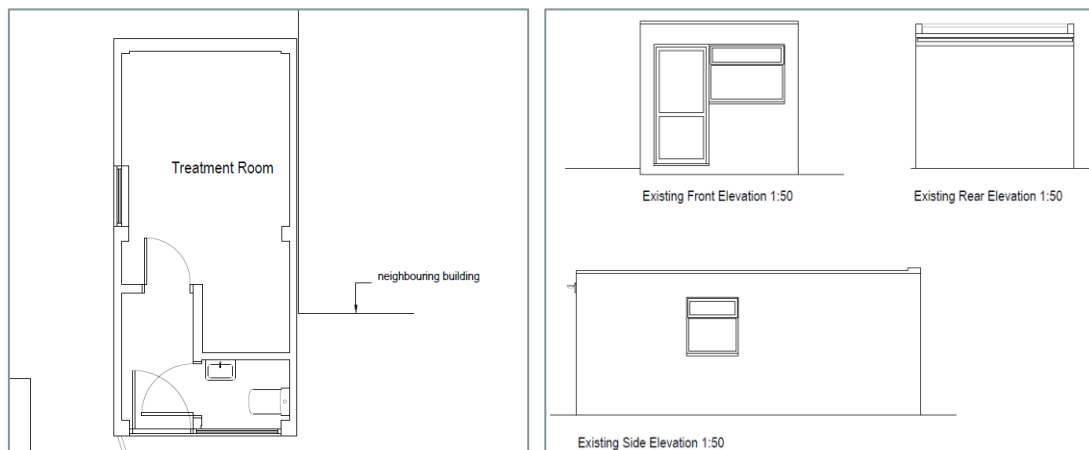
Relevant Planning History

The Council's online planning register identifies the following planning application relevant to the site.

Ref. AWDM/0656/25 - Householder application for permitted development for prior approval for single storey extension to rear of property measuring 5.5m from rear wall of the original dwelling, maximum height 3.5m and height of eaves of the extension 2.77m (existing conservatory removed) Status: Prior Approval Not Required - Fri 04 Jul 2025

Description of Development

The development that has occurred at the site is limited change of use of detached garage serving 55 Hawkins Road. The garage was previously used for domestic storage and has subsequently been adapted to provide a private studio from which the applicant operates her home-based natural aesthetics business, Vita Aesthetics.



Existing floor plans and elevations

The external alterations to the garage are minor in nature and comprise the replacement of the existing front shutter door with a single pedestrian door and window, together with the replacement of a door previously providing access to the garden with a single window. Internally, a WC has also been installed.

The garage is used by the applicant, who is the owner and sole operator of the business. There are no other employees working from the site. Treatments are provided strictly on a one-to-one, appointment-only basis, with clients attending individually for their scheduled treatment. The business therefore does not operate as a general walk-in salon or clinic, and there is no unrestricted customer access to the premises.

The services provided comprise a range of non-surgical aesthetic and skin treatments, including:

- Line reduction injections;
- Skin boosters;
- Polynucleotides;
- Profhilo Structura;
- Dermal fillers; and
- Chemical peels.

The services are non-surgical cosmetic treatments, with consultations undertaken where appropriate to assess clients and determine suitable treatment plans.

The business currently accommodates approximately 20-30 clients per week, equating to approximately 4-6 clients per day on average, depending on the working pattern and appointment schedule. Each client attends for an individual appointment and leaves following completion of their treatment.

The hours of operation are as follows:

- Mon - Fri - 9am to 5:30pm
- Saturday & Sunday - closed

Planning Policy

Key Policies relating to this application are listed below.

National Planning Policy Framework 2026

- **DM8: Unauthorised development and enforcement**

Where unauthorised development was unintentional, this should be distinguished from deliberate breaches and should not attract substantial weight against the grant of retrospective planning permission.

- E2 - Meeting the need for business land and premises
- L2 - Making Effective Use of Land
- P3 - Living conditions and pollution
- TR3 - Locating development in sustainable location
- TR4 - Street design, access and parking

Adur Local Plan 2017

- Policy 1 – Presumption in Favour of Sustainable Development
- Policy 2 – Spatial Strategy
- Policy 4 – Planning for Economic Growth
- Policy 15 – Quality of the Built Environment and Public Realm
- Policy 18 – Sustainable Design
- Policy 28 – Transport and Connectivity

Planning Assessment

Principle of Development

The application relates to the use of an existing detached domestic garage within the Built Up Area Boundary for a small-scale, owner-operated beauty and aesthetics business. The principle of locating the use within the built-up area is supported by Policy 2 of the Adur Local Plan, which directs development towards the established settlements of the District.

Importantly, the proposal should be understood in the context of the scale and character of the surrounding area. As set out within the Site and Surroundings section of this statement, the wider residential street already accommodates a number of small-scale home-based businesses. The proposal would therefore not represent an entirely foreign or incompatible form of activity within the street, but rather a continuation of an established pattern of residents operating small businesses from their homes. The use of the garage allows the applicant to operate their business from the property whilst retaining the principal residential use of the dwelling.

The proposal is also consistent with the objectives of Policy 4 of the Adur Local Plan, which seeks to ensure a sustainable economy. The policy recognises the importance of a range of employment premises, including small and medium-sized premises, and supports additional employment floorspace through redevelopment and changes of use.

The proposal is particularly reflective of the modern economy, where small and micro-businesses can be operated from existing residential properties without the need for dedicated commercial premises. This is consistent with the wider economic objectives of national planning policy, which seeks to support businesses. The NPPF's Policy E2 gives substantial weight to the economic benefits of commercial development which enables businesses to invest, expand and adapt.

The business is operated solely by the applicant, there are no additional employees, and clients attend individually by appointment. The proposal

therefore represents a small-scale home-based business rather than the creation of a conventional commercial premises. The residential character and primary use of the property would remain unchanged, with the business simply making more productive use of the existing detached garage.

The proposal consequently represents a proportionate and appropriate form of economic activity within the established built-up area. Its small scale, relationship with the host dwelling and compatibility with the existing pattern of home-based businesses in the surrounding area weigh in favour of the principle of development. Any potential effects arising from the use are considered separately below.

Visual Impact

The proposal would have no impact on the visual character or appearance of the area. The use is contained entirely within the existing detached garage and does not involve an extension, increase in height or alteration to the building's footprint.

The only external alterations comprise the replacement of the existing garage door with a pedestrian door and window, and the replacement of an existing door with a window. These are minor alterations which do not materially alter the established appearance of the building. The proposal therefore accords with Policy 15 of the Adur Local Plan, which seeks to maintain a high-quality built environment.

Residential Amenity

The use is inherently low intensity and low impact and operates compatibly with the surrounding residential properties. The business is operated solely by the applicant, with treatments undertaken on a one-to-one, appointment-only basis. There are no additional employees, walk-in customers or unrestricted public access to the premises.

The use involves beauty and aesthetic treatments, it does not involve machinery, manufacturing or other processes likely to generate significant

noise, vibration or disturbance. Similarly, the use is not expected to generate any material odour beyond that ordinarily associated with a domestic property.

Approximately 20–30 clients attend each week, with appointments distributed throughout the working day. This represents a modest level of activity and is not considered likely to give rise to an unacceptable level of noise, disturbance or comings and goings. The proposal would therefore not result in an unacceptable impact upon the living conditions of neighbouring occupiers and accords with the relevant amenity objectives of the Development Plan and NPPF Policy P3.

Transport and Highways Impact

The development generates a modest number of additional visitor movements, reflecting the small-scale nature of the business. With approximately 20–30 appointments per week and each appointment being undertaken individually, client arrivals and departures are distributed throughout the day rather than concentrated at particular times.

In addition, the services are provided on an appointment only basis, meaning that there are no unexpected trips generated, allowing the business owner to limit demand and traffic movements.

All parking for clients can be facilitated on site, therefore not increasing parking demand on the surrounding roads.

The proposal would therefore not generate a significant amount of movement or result in a material impact upon the capacity or safety of the surrounding highway network. The limited scale of the use is consistent with the objectives of Policy 28 of the Adur Local Plan and NPPF Policy TR3, and no significant adverse transport impact is anticipated.

Suggested planning conditions

To support the approval of this application, please see below for a list of suggested draft conditions

1. *"The use hereby permitted shall only be operated by the owner and occupier of 55 Hawkins Road and shall remain ancillary to the residential use of the dwelling. No other person shall operate a business from the detached garage without the prior grant of planning permission."*
2. *"No more than one person shall work from the detached garage in connection with the use hereby permitted at any one time."*
3. *"The use hereby permitted shall only operate between the hours of 09:00 and 17:30 Monday to Friday."*

Summary

The proposal represents a small-scale, owner-operated home business. The use makes appropriate and efficient use of the existing detached garage, with only minor physical alterations and limited activity. Subject to the proposed conditions controlling the operator and hours of use, the development would not result in unacceptable impacts on residential amenity, visual character or highway safety.

On this basis, it is considered that the proposal accords with the relevant development plan policies and the National Planning Policy Framework. Retrospective planning permission should therefore be granted.

If the Authority require any further detail, please direct correspondence to Toby Deacon (toby.deacon@lewisplanning.co.uk)

Yours sincerely,

Toby Deacon AssocRTPI BSc

Lewis & Co Planning