

DELEGATED OFFICER REPORT - HOUSEHOLDER

PROPOSAL:	Conversion of existing garage into annexe accommodation
LOCATION:	21 Church Road, Hayling Island, PO11 0NN
REFERENCE NO:	APP/26/00421
APPLICANT:	MRS ALISON QUILTER
APPLICATION TYPE:	Householder planning permission
CASE OFFICER:	Robert Riley
APPLICATION EXPIRY DATE:	05/08/2026 (Agreed extension of time until 19/08/2026)
WARD:	Hayling East
RECOMMENDATION:	APPROVE WITH CONDITIONS

1. Site Description

- 1.1 The application site comprises of a chalet bungalow with one front dormer located on Church Road in Hayling Island. To the front of the dwelling the site is paved and to the rear is the rear garden and existing garage, which is to be converted under this application to an annexe. The property is in an urban and residential area, with St Mary's Church to the north of the site, with mainly residential properties to the south, east and west of the site.

2. Planning History

No recent relevant history.

3. Proposal

- 3.1 Conversion of existing garage into annexe accommodation

4. Policy Considerations

In accordance with Section 38 (6) of the Planning and Compulsory Purchase Act 2004, this decision has been taken having regard to the policies and proposals in the National Planning Policy Framework, the Development Plan, and all other material planning considerations identified in the Planning Considerations section of the report.

Havant Borough Local Plan (Core Strategy) March 2011

CS16	High Quality Design
DM13	(Car and Cycle Parking on Residential Development)
DM8	(Conservation, Protection and Enhancement of Existing Natural Features)

Havant Borough Local Plan (Allocations) July 2014

AL1	Presumption in Favour of Sustainable Development
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Havant Borough Council Borough Design Guide SPD December 2011
Havant Borough Council Parking SPD July 2016

Listed Building Grade: Not applicable

Conservation Area: Not applicable

5. **Statutory and Non Statutory Consultations**

Chichester Harbour Conservancy	<p>No comments received.</p> <p>Officer comment: The application site is not in close proximity to the Chichester Harbour National Landscape</p>
Councillor Netty Shepherd	No comments received.
Councillor Michael Rennie	No comments received.
Councillor Mark Coates	No comments received.
Archaeologist (Surrey CC)	<p>Please note that my response relates solely to the buried archaeological heritage and not to the historic built environment, which is a matter for your Conservation Officer.</p> <p>These proposals lie wholly within an archaeological alert area due to the proximity of the location of the historic St Mary's church and graveyard, however these proposals have no new ground impacts and as such there are no as-yet unknown heritage assets at risk by these proposals. As such I have No Archaeological Concerns, but any future application for redevelopment of this site should be accompanied by a suitable archaeological assessment and the results of a limited ground investigation survey.</p>
Arboriculturist	<p>Having reviewed the proposal, I can confirm that I raise no arboricultural objection to the application.</p> <p>My recommendation is made on the basis that the trees are located within the neighbouring garden and that the proposed works do not result in any alteration to the footprint of the garage on the side closest to the trees. Consequently, the proposal does not</p>

	<p>appear to introduce any additional impact on the root protection areas or the long-term retention of the adjacent trees.</p> <p>However, this no-objection recommendation is subject to there being no removal, excavation or alteration of the existing internal garage floor slab. Any lowering of levels, removal of the slab, installation of new foundations, or other groundworks within the footprint could have implications for tree roots and would require further arboricultural assessment.</p>
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6. **Publicity and Community Involvement**

This application was publicised in accordance with the Council's Local Code of Corporate Governance and the Statement of Community Involvement.

Number of neighbour notification letters sent: 32

Number of site notices: 1

Publicity Type	Publicity Details	Start Date	End Date	Reasons
Site Notice		16/07/2026	06/08/2026	Is advertised in the public interest

Number of representations received: 0

Material planning considerations are addressed in Section 7.

7 **Planning Considerations**

7.1 Having regard to the relevant policies of the development plan it is considered that the main issues arising from this application are:

- (i) Principle of development
- (ii) Appropriateness of design and impact on the character of the area
- (iii) Effect on neighbouring properties
- (iv) Biodiversity Net Gain (BNG)
- (v) Use of the annex

- (vi) CIL
- (vii) Impact on Trees
- (viii) Parking
- (ix) Humans Right Act
- (x) Equalities and Diversities

(i) Principle of development

- 7.2 The application site is located within the defined urban area; therefore development is considered acceptable in principle subject to development management criteria.

(ii) Appropriateness of design and impact on the character of the area

- 7.3 Is the design and scale in keeping with the dwelling/street/area or otherwise appropriate?

Yes, the works would be relatively minor and converting an existing garage which would not materially impact on the locality.

- 7.4 Would the materials, details and features generally match the existing dwelling and/or be consistent with the general use of materials in the area?

Yes, and this will be conditioned.

- 7.5 Is the site within the Chichester Harbour National Landscape (formerly known as AONB)?

No.

- 7.6 The design and appearance of the proposal is deemed appropriate in context to the main building and is therefore considered to be acceptable, meeting the requirements of Policy CS16 of the HBLP (Core Strategy) 2011. It is considered that the scheme would not result in an adverse impact on the visual amenity of the locality.

(iii) Effect on neighbouring properties

- 7.7 Does the development cause unacceptable harm to the amenity of neighbours through smell, the loss of privacy, outlook, noise and overlooking?

No. The proposal would retain the outbuilding as a single-storey structure and would not result in any increased overlooking. In terms of overshadowing and overbearing impact, the outbuilding would be located approximately 6.2 metres to 7.2 metres from the nearest residential property, No. 19 Church Road. Given that the eaves height would remain approximately 2.6 metres and the ridge height approximately 4.5 metres, both unchanged from the existing garage, the impact on No. 19 Church Road is considered acceptable. The land to the north and west of the application site comprises the graveyard/church grounds and fields, which would not be unacceptably affected by the proposal.

- 7.8 Is the proposal sited such as to avoid overbearing development?

Yes, see above.

7.9 Is there sufficient amenity space?

Yes.

- 7.10 Consequently, it is considered that the proposal will not appear overbearing or lead to a loss of light, outlook or privacy and would have limited and acceptable impact on the properties immediately adjacent to the application site and the properties opposite or to the rear, meeting the requirements of Policy CS16 of the HBLP (Core Strategy). It is noted no letters of objection were received with respect to the scheme.

(iv) Biodiversity Net Gain (BNG)

- 7.11 It is noted that this householder application is exempt from the requirements relating to Biodiversity Net Gain.

(v) Use of the annex

- 7.12 The use of the proposed annex would be to provide accommodation for family use for the occupants of the main dwelling. The planning agent confirmed the family link between the occupants of the main house and the proposed annex being proposed to be used by an elderly relative of the owner, which would allow support and a degree of independence for the occupancy of the annex. On this basis the proposal would be considered ancillary to the main use of the site.

- 7.13 The annex was measured to feature an approximate 55 square metre chargeable area for CIL purposes. Within the 55sqm useable space of the annex, there would be a living room, a bedroom, an accessible WC, an entrance and a kitchenette. The annex would therefore still rely on the host building as the plans do not show that the laundry would be done in the annex, there has been no boundary demarcation shown. It has further been stated that the annex would be used for support for the resident of the annex. Therefore, it is considered that the use would be ancillary to the main house.

- 7.14 Furthermore, the annex would be able to be accessed via, and located within the shared garden of the main dwellinghouse and thus is deemed to have a physical close functional link to the house. A condition regarding the use of the annex to remain ancillary to the main dwellinghouse has been recommended if permission is forthcoming

(vi) CIL

- 7.15 The works are CIL liable but the applicant has submitted an application for self build annex relief. The works would have CIL liability of £9,821.43. The Draft Liability Notice has been issued to the agent

(vii) Impact on Trees

- 7.16 Due to nearby trees under Tree Preservation Orders (TPO's) the Council's Arboriculturist has been consulted during the application process. Regarding this, the Council's Arboriculturist has stated:

"Having reviewed the proposal, I can confirm that I raise no arboricultural objection to the application.

My recommendation is made on the basis that the trees are located within the neighbouring garden and that the proposed works do not result in any alteration to the footprint of the garage on the side closest to the trees. Consequently, the proposal

does not appear to introduce any additional impact on the root protection areas or the long-term retention of the adjacent trees.

However, this no-objection recommendation is subject to there being no removal, excavation or alteration of the existing internal garage floor slab. Any lowering of levels, removal of the slab, installation of new foundations, or other groundworks within the footprint could have implications for tree roots and would require further arboricultural assessment.”.

- 7.17 The agent has confirmed “*I can confirm we propose to use the internal garage floor slab without alteration*”. In light of the comment from the Council’s Arboriculturist and the email sent by the agent named “*Agent email regarding Arboricultural comment*” uploaded 11/08/2026, the proposal is considered to accord with Policy DM8 of the Havant Borough Local Plan (Core Strategy) 2011 and is considered acceptable in this regard.

(viii) Parking

- 7.18 The annex would provide a further bedroom on site. However on the officer’s site visit it was evident that the dwelling exceeds the parking requirements of 3 cars and officers consider the proposal to accord with the Havant Parking SPD and Policy DM13 of the Havant Borough Local Plan (Core Strategy) 2011 and consider it acceptable in this regard.

(ix) Human Rights Act

- 7.19 The development has been assessed against the provisions of the Human Rights Act, and in particular Article 1 of the First Protocol and Article 8 of the Act itself. This Act gives further effect to the rights included in the European Convention on Human Rights. In arriving at this recommendation, due regard has been given to the applicant’s reasonable development rights and expectations which have been balanced and weighed against the wider community interests, as expressed through third party interests / the Development Plan and Central Government Guidance.

(x) Equalities and Diversities

- 7.20 This planning application has had due regard to Section 149 of the Equality Act with regard to the Public Sector Equality Duty and it has been concluded that the application does not cause discrimination on the grounds of gender, race and disability.

8 Conclusion

- 8.1 The proposed development is acceptable in principle, is appropriate in terms of design and its impact on the character of the area and would have a limited and acceptable impact on the neighbouring properties. On this basis it is recommended for approval.

9. **RECOMMENDATION:**

That the Interim Head of Planning be authorised to **Approve with Conditions** for application APP/26/00421

Conditions (per attached list)

1. The development must be begun not later than three years beginning with the date of this permission.

Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall be carried out in accordance with the following approved plans:

Email named "Agent email regarding Arboricultural comment": by Roger Lilley: Uploaded 11/08/2026

Annex statement: Uploaded 02/07/2026

Flood Risk Assessment: Uploaded 10/06/2026

Drawing Number: 612 PI03 Revision P2 : Proposed Plans and Elevations: Uploaded 10/06/2026

Drawing Number: 612 PL02 Revision P1: Existing Plans and Elevations: Uploaded 10/06/2026

Drawing Number: 612 PL01 Revision P1 : Locations and Block Plan: Uploaded 10/06/2026

Reason: - To ensure provision of a satisfactory development.

3. The external materials used shall match, in type, colour and texture, those of the existing building so far as practicable.

Reason: In the interests of the amenities of the area and having due regard to policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework.

4. The accommodation hereby permitted shall be occupied solely for purposes ancillary to the occupation and enjoyment of the existing dwelling and shall not be used as a separate unit of accommodation.

Reason: The unit of accommodation is not a satisfactory position and has insufficient amenity space to be occupied separately from the main dwelling and having due regard to policies CS16 and DM13 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework.

Informative

1. In accordance with Policy DM3 of the NPPF Havant Borough Council (HBC) takes a positive and proactive approach and works with applicants/agents on development proposals in a manner focused on solutions by:

Offering a pre-application advice service, and

Updating you of any issues that may arise in the processing of your application and where possible suggesting solutions, and,

In this instance:

Your application was acceptable as submitted and no further assistance was required.