

APPLICATION FOR HOUSEHOLDER PLANNING PERMISSION DELEGATED REPORT

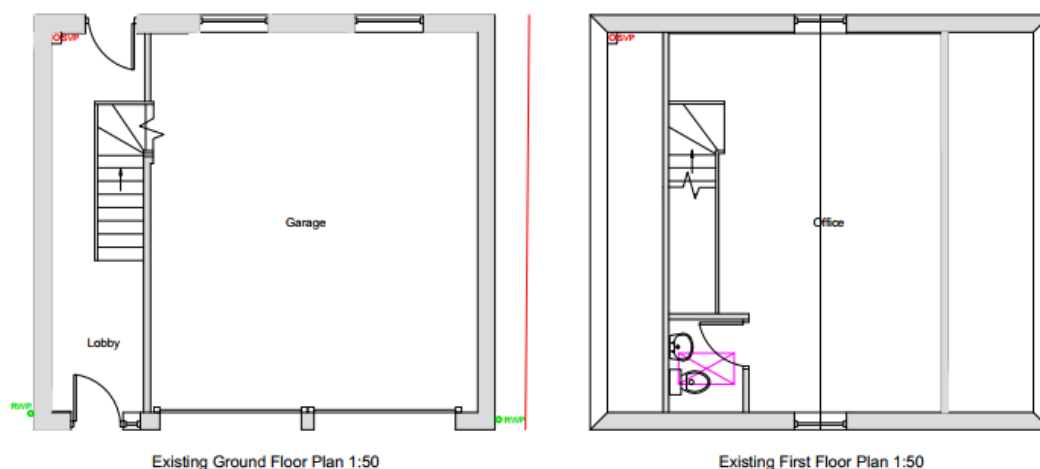
APPLICATION REFERENCE:	PL/2026/03992
APPLICATION TYPE:	Householder planning permission
SITE ADDRESS:	22 Southbrook Road, Melksham, SN12 8DT
DEVELOPMENT DESCRIPTION:	Retrospective application for use of outbuilding as an annexe and retention of alterations from original plans; large velux window, double garage door, side ground floor window and the door at the rear of the garage changed to a window
RECOMMENDATION:	That Planning Permission be GRANTED

PROPOSAL

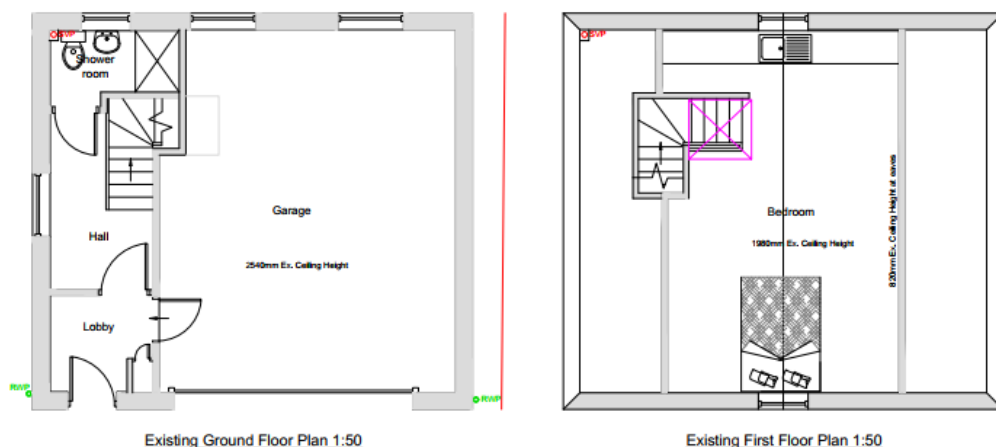
The application seeks retrospective planning permission for the use of the outbuilding as ancillary annexe accommodation and for the retention of alterations carried out to the garage previously approved under application W/13/00378/FUL.

The development involves a change in use of the outbuilding from the garage and ancillary office originally approved, to ancillary annexe accommodation, whilst retaining the garage element. Existing access arrangements would remain similar, with modest internal alterations including the provision of a shower room at ground floor level and a bedroom and kitchenette within the first-floor accommodation.

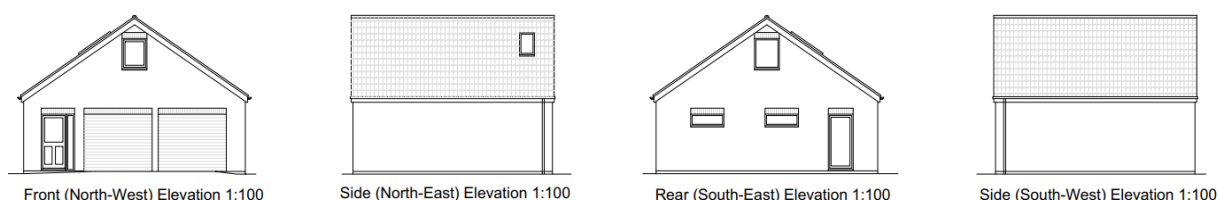
The external amendments include alterations to the fenestration arrangement, comprising the insertion of a larger rooflight within the north-east roof slope, positioned further to the rear than previously approved, the installation of a double garage door on the north-west (front) elevation, and the replacement of the approved door on the south-east (rear) elevation with a window.



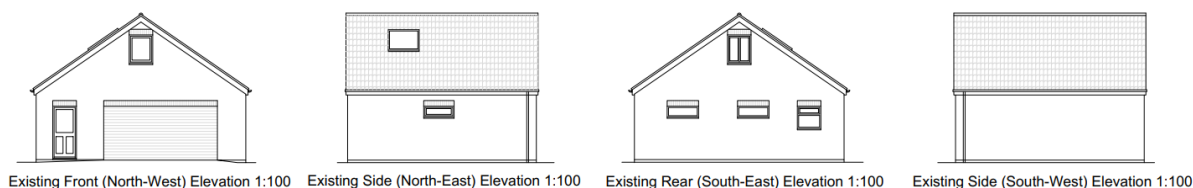
Previously Granted Floor Plans for Outbuilding under Application W/13/00378/FUL



Existing Floor Plans



Previously Granted Elevations for Outbuilding under Application W/13/00378/FUL



Existing Elevations

SITE DESCRIPTION/CONTEXT

The application site is located on a residential street and contains a detached single-storey stone dwelling with a hipped tiled roof. Parking is provided to the front of the property, with vehicular access leading to the rear garden and the associated outbuilding.

The outbuilding is situated at the rear of the residential curtilage, approximately 21 metres from the host dwelling, and is constructed of stone under a pitched tiled roof. A concrete parking area is located to the front of the building.

The application site is located within Flood Zones 2 and 3, with the existing outbuilding situated within Flood Zone 3.

PLANNING HISTORY

Reference	Proposal / Summary	Decision
ENQ/2025/01485	Conversion of garage to annex	Planning Permission Required October 2025

17/08281/FUL	Proposed single storey extension	Approved with Conditions October 2017
W/13/00378/FUL	Rebuild existing conservatory in masonry with extension of first floor over; relocate and extend existing garage	Approved with Conditions July 2013

RELEVANT POLICIES AND GUIDANCE

Wiltshire Core Strategy:

- Core Policy 57 Ensuring High Quality Design and Place Shaping
- Core Policy 61: Transport and New Development
- Core Policy 64: Demand Management
- Core Policy 67: Flood Risk

Joint Melksham Neighbourhood Plan 2020-2038

Wiltshire Design Guide:

- Appendix D – Design Guidance for Householder extensions

The National Planning Policy Framework (NPPF):

- Section 14: Achieving well designed places

The Planning Practice Guidance

CONSULTATION RESPONSES

Melksham Town Council: No objection

Councils Highways Officer: No objection

I refer to the above planning application to which no highway objection is raised.

The parking area to the front of the main dwelling appears to be gravelled; it would be beneficial if this area was of consolidated material to prevent spillage of gravel onto the highway.

REPRESENTATIONS

The application was publicised by direct neighbour letter and site notice erected at the application site. No representations have been made.

ASSESSMENT

Section 38(6) of the Planning and Compulsory Purchase Act 2004 states:

"If regard is to be had to the development plan for the purposes of any determination to be made under the planning Acts, the determination must be made in accordance with the plan unless material considerations indicate otherwise."

In accordance with this statutory requirement, this application has been assessed against the relevant policies of the Development Plan, including the adopted Wiltshire Core Strategy (2015) and, where applicable, any made Neighbourhood Plans.

The application seeks retrospective planning permission for the use of the existing ancillary office accommodation above the garage as ancillary annexe accommodation. No development is proposed that would result in an increase to the building's footprint, scale, or overall built form.

Whilst the accommodation incorporates facilities capable of supporting day-to-day living, the application has been presented as ancillary accommodation associated with the host dwelling rather than as a separate planning unit. The proposal comprises a single first-floor room providing bedroom and kitchenette facilities, together with a ground-floor entrance and shower room. The internal facilities provided do not, in themselves, establish a separate planning unit, and there is no substantive evidence that the building operates independently from the host dwelling. The annexe would share both the vehicular access and garden area associated with the host dwelling.

The accommodation is therefore considered to maintain a close functional relationship with the main dwelling and will remain as ancillary accommodation rather than a unit designed or intended for independent occupation. Accordingly, the proposal is considered acceptable in principle, subject to a condition restricting the occupation and use of the accommodation to remain ancillary to No. 22 Southbrook Road and preventing its use as a separate independent dwelling.

Design and appearance

Core Policy 57 - Ensuring High Quality Design and Place Shaping of the Wiltshire Core Strategy seeks to ensure that all new development is of high design quality, reflecting local context, character, and distinctiveness.

Policies DP3 and DP4 of the National Planning Policy Framework require development to achieve a high standard of design that responds positively to local character and context. In assessing design quality, regard should be had to matters including scale, siting, form, appearance, materials and the relationship of development to its surroundings.

The external appearance of the outbuilding remains largely unchanged from that approved under planning permission W/13/00378/FUL. The materials used are consistent with those previously approved, and the minor amendments to the fenestration are not considered to materially alter the overall design, character or appearance of the building. Furthermore, the retrospective change of use does not require any significant external alterations, and the

building continues to appear as a domestic outbuilding associated with the host dwelling rather than as a separate dwelling. As a result, the outbuilding continues to appear as originally envisaged and approved, with only very limited changes that do not result in any visual harm.

Having regard to the above, the proposal complies with the design principles set out in Core Policy 57 of the Wiltshire Core Strategy, Appendix D of the Wiltshire Design Guide and the NPPF.

Amenity

Point vii of Core Policy 57 - Ensuring High Quality Design and Place Shaping of the Wiltshire Core Strategy seeks to ensure that developments do not adversely affect neighbouring properties.

Policy P3 of the National Planning Policy Framework requires development to be appropriate for its location, taking account of its likely effects on health, living conditions and the environment. In particular, Policy P3(2)(b) requires development to avoid giving rise to unacceptable impacts on the living conditions of neighbouring residents and occupiers. In assessing amenity impacts, regard should be had to matters including daylight and sunlight, outlook, privacy, overbearing impacts and other effects on residential amenity.

The proposed development has been assessed in terms of its potential impact on the residential amenity of neighbouring properties, with particular regard to loss of light, overshadowing, loss of privacy, and overbearing effects.

As the building already exists and no significant changes are proposed to its scale, height or footprint, the retrospective change of use is not considered to result in any additional harm to the amenities of neighbouring occupiers in terms of loss of light, overshadowing or overbearing impact. Any comings and goings associated with the annexe would be domestic in nature and remain similar to the previously proposed ancillary office.

With regard to loss of privacy, the proposal is not considered to result in any material increase in overlooking. The fenestration arrangement remains broadly similar to the existing situation, with the only first-floor alteration comprising the enlargement and repositioning of an existing rooflight. Given its position and orientation, the rooflight does not afford views into neighbouring private amenity spaces. As such, the proposal would not result in any unacceptable loss of privacy to neighbouring occupiers.

The proposal therefore accords with Core Policy 57 point vii in respect of safeguarding residential amenity, Appendix D of the Wiltshire Design Guide and the NPPF.

Highways Impact

Core Policy 57 (xiv) of the Wiltshire Core Strategy seeks to ensure that development must meet the requirements of Core Policy 61. This policy requires proposals to be capable of being served by safe access to the highway network. Core Policy 64 seeks to ensure compliance with parking standards set out in the Local Transport Plan.

The transport policies of the NPPF seek to ensure that development provides safe and suitable access for all users and that any impacts on highway safety are appropriately considered.

No objections have been raised by the Highways Officer. The dwelling benefits from adequate off-street parking provision to both the front and rear of the site. Whilst a comment was made that the gravelled area to the front would ideally be surfaced in a consolidated material to prevent the potential migration of gravel onto the public highway, this was offered as advice rather than a specific highway requirement. As such, no highway concerns are raised in relation to the proposal.

The proposal would not result in an adverse impact on highway safety. Adequate off-street parking is available within the site, the existing access arrangements would be retained, and the Highway Authority has raised no objection.

The proposal is therefore considered to comply with Core Policies 57 (xiv), 61 and 64 of the Wiltshire Core Strategy, the NPPF, and the Wiltshire Local Transport Plan.

Drainage and Flood Risk

Core Policy 67 seeks to ensure development does not increase flood risk on-site or elsewhere and includes appropriate drainage where necessary. Policies F7 and F8 of the NPPF seek to ensure flood risk and drainage are appropriately managed.

The retrospective application is not considered to give rise to any increased flood risk or adverse drainage impacts. The retrospective change of use and external alterations are not considered to give rise to any increased flood risk or adverse drainage impacts.

The proposal therefore complies with Core Policy 67 of the Wiltshire Core Strategy and the policy in the NPPF, ensuring that flood risk is not increased and that surface water drainage is appropriately managed.

Biodiversity Net Gain

Householder planning applications are exempt from the requirement to deliver Biodiversity Net Gain under Schedule 7A, Section 4(2)(a) of the Town and Country Planning Act 1990, as inserted by the Environment Act 2021.

CONCLUSION

The use of the outbuilding as an annexe would remain ancillary to the host dwelling and would not create a separate planning unit. The development is acceptable in terms of design, neighbouring amenity, highway safety and flood risk.

The proposal is therefore considered to comply with the relevant policies of the Wiltshire Core Strategy, the National Planning Policy Framework and all other relevant material considerations. As such, the application is recommended for approval, subject to conditions.

RECOMMENDATION: That Planning Permission be GRANTED subject to conditions.

1. The development hereby permitted shall be retained in accordance with the following approved plans:

- Location, Site & Elevation Plans received 21 July 2026
- Floor Plans received 21 July 2026

REASON: For the avoidance of doubt and in the interests of proper planning.

2. The annexe hereby permitted shall not be occupied at any time other than for purposes ancillary to the residential use of the main dwelling, known as 22 Southbrook Road, and it shall remain within the same planning unit as the main dwelling.

REASON: The additional accommodation is sited in a position where the Local Planning Authority, having regard to the reasonable standards of residential amenity, access, and planning policies pertaining to the area, would not permit a wholly separate dwelling.

Informative:

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

- Location, Site & Elevation Plans received 21 July 2026
- Floor Plans received 21 July 2026

REASON: For the avoidance of doubt and in the interests of proper planning