

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/2198	Case Officer:	Peter Davies
Application Type:	Householder Application		
Proposal:	Proposed first floor front extension, single storey rear extension with partial garage conversion, reclad dormer and external alterations.		
Site:	4 St Johns Avenue, Burgess Hill, West Sussex, RH15 8HH, , , ,		
Validation Date	1 Sep 2025	Overall Expiry Date:	14 Nov 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	17 Nov 2025
Target Date:	27 Oct 2025	Recommending Officer Signature:	Peter Davies

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Steven King	Date:	17 Nov 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/2198

**4 St Johns Avenue, Burgess Hill, West Sussex, RH15 8HH, , ,
Proposed first floor front extension, single storey rear extension with partial garage conversion,
reclad dormer and external alterations.
Ms Amber Goodsell-Collett**

REPRESENTATION RECEIVED

None received.

SUMMARY OF CONSULTEES

Following the weekly list sent on 28th October 2025, Southern Water has determined that the flow rate for the above site will remain consistent, so capacity is not an issue and no Southern Water assets will be affected. Therefore, Southern Water has no objections to this proposal.

Please note surface water should not be disposed of into a public foul sewer and must comply with the Hierarchy of H3 of the Building Regulations. For more details, refer to the Drainage and Waste Disposal: Approved Document H on the GOV.UK website.

Any new connections to the public sewerage system will require a New Sewer Connection application (also known as a Section 106) to be submitted and approved by Southern Water.

Due to legislative changes effective from 1st October 2011 regarding the ownership of sewers, it is possible that some previously private sewers, now deemed public, could be crossing the above property and may not be shown on Southern Water records. Therefore, if any additional sewers are discovered during construction, an investigation will be required to determine their condition, the number of properties served, and potential access methods before any further work can proceed on site.

TOWN COUNCIL OBSERVATIONS

Recommend Approval.

INTRODUCTION

The application seeks planning permission for a first floor front extension, single storey rear extension with partial garage conversion, reclad the existing dormer and external alterations.

RELEVANT PLANNING HISTORY

No relevant history.

SITE AND SURROUNDINGS

The application property is a semi-detached two storey dwelling located on the eastern side of St Johns Avenue, within the built up area boundary of Burgess Hill.

The application property has a hipped roof with front dormer and is constructed from brick with plain roof tiles and white uPVC fenestration. The dwelling is set back from the highway with off street parking and soft landscaping to the front. The locality is characterised by semi-detached and detached dwellings of varying scale, form and design.

APPLICATION DETAILS

The application seeks planning permission for a proposed first floor front extension, single storey rear extension with partial garage conversion, reclad the existing front dormer and external alterations.

The first floor front extension is to be located on the north west corner of the dwelling and will extend above the existing flat roof porch with a width and depth of 2.80 metres and 1.25 metres. The extension will have a flat roof with a height of 5.55 metres above ground level. The extension will be externally clad in hanging tile with white uPVC fenestration.

The proposed extension will infill the gap behind the garage and join the side of an existing single storey rear extension. The extension will have a width and depth of 2.45 metres and 3.70 metres and will have a flat roof with a height of 3.00 metres. The extension will be constructed from brick to match the existing dwelling with white uPVC fenestration and include converting the rear 1.65 metres of the garage to create a utility room. Additionally, the roof of the existing rear extension is to be replaced and the height will be raised by 0.20 metres to be of the same height as the proposed extension.

The proposed front dormer is to be reclad in hanging tile to replace white uPVC cladding.

Other alterations include bricking up the window on the north side of the porch, bricking up a window on the north side at first floor level and reducing the size of a window on the first floor north elevation. On the rear elevation an existing door with 2 windows is to be changed to windows. Floor to ceiling windows on the rear elevation ground floor are to be reduced in size.

LEGAL FRAMEWORK AND LIST OF POLICIES

Planning legislation holds that the determination of a planning application shall be made in accordance with the Development Plan unless material considerations indicate otherwise.

Using this as the starting point the development plan for this part of Mid Sussex consists of the District Plan, Site Allocation Development Plan Document (DPD) and Burgess Hill Neighbourhood Plan

National policy (which is contained in the National Planning Policy Framework and National Planning Policy Guidance) does not form part of the development plan, but is an important material consideration.

Mid Sussex District Plan

The District Plan was adopted at Full Council on 28th March 2018.

Relevant policies:

DP21 - Transport
DP26 - Character and Design

Site Allocations DPD

The SADPD was adopted on 29th June 2022. It allocates sufficient housing and employment land to meet identified needs to 2031.

There are no relevant policies.

Burgess Hill Neighbourhood Plan (made January 2016)

Relevant policies:

Policy S4 - Parking Standards for new developments

Other Material Considerations

Mid Sussex District Plan 2021-2039 Consultation Draft

The District Council is reviewing and updating the District Plan. Upon adoption, the new District Plan 2021 - 2039 will replace the current District Plan 2014-2031 and its policies will have full weight. In accordance with the NPPF, Local Planning Authorities may give weight to relevant policies of the emerging plan according to the stage of preparation; the extent to which there are unresolved objections to the relevant policies; and the degree of consistency of the relevant policies in the emerging plan to the NPPF. The draft District Plan 2021-2039 (Regulation 19) is currently at Examination and the stage 1 hearings were concluded on the 31st October 2024. There are unresolved objections to some of the Policies in the draft District Plan and as such, only minimal weight can be given to the Plan and this planning application has been assessed against the policies of the adopted District Plan.

Relevant Policies:

DPS1 - Climate Change

DPS2 - Sustainable Design and Construction

DPB1 - Character and Design

DPT4 - Parking and Electric Vehicle Charging Infrastructure

Mid Sussex Design Guide Supplementary Planning Document (SPD)

The Council has adopted a 'Mid Sussex Design Guide' SPD that aims to help deliver high quality development across the district that responds appropriately to its context and is inclusive and sustainable. The Design Guide was adopted by Council on 4th November 2020 as an SPD for use in the consideration and determination of planning applications. The SPD is a material consideration in the determination of planning applications.

National Planning Policy Framework (NPPF) (December 2024)

Paragraphs 8, 11, 131 and 135 are considered to be relevant.

National Planning Policy Guidance

ASSESSMENT

It is considered that the main issues that need to be considered in the determination of this application are as follows;

- Design and Character
- Impact on neighbouring properties
- Impact on parking provision
- Other Matters
- Biodiversity Net Gain

Design and Character

Policy DP26 of the Mid Sussex District Plan states:

'All development and surrounding spaces, including alterations and extensions to existing buildings and replacement dwellings, will be well designed and reflect the distinctive character of the towns and villages while being sensitive to the countryside. All applicants will be required to demonstrate that development:

- *is of high quality design and layout and includes appropriate landscaping and greenspace;*
- *contributes positively to, and clearly defines, public and private realms and should normally be designed with active building frontages facing streets and public open spaces to animate and provide natural surveillance;*
- *creates a sense of place while addressing the character and scale of the surrounding buildings and landscape;*
- *protects open spaces, trees and gardens that contribute to the character of the area;*
- *protects valued townscapes and the separate identity and character of towns and villages;*

- *does not cause significant harm to the amenities of existing nearby residents and future occupants of new dwellings, including taking account of the impact on privacy, outlook, daylight and sunlight, and noise, air and light pollution (see Policy DP27);*
 - *creates a pedestrian-friendly layout that is safe, well connected, legible and accessible;*
 - *incorporates well integrated parking that does not dominate the street environment, particularly where high density housing is proposed;*
 - *positively addresses sustainability considerations in the layout and the building design;*
 - *take the opportunity to encourage community interaction by creating layouts with a strong neighbourhood focus/centre; larger (300+ unit) schemes will also normally be expected to incorporate a mixed use element;*
- optimises the potential of the site to accommodate development.'*

Principle DG49 of the Mid Sussex Design Guide states: *'Extensions should typically use simple, uncomplicated building forms to compliment and coordinate with the scale, form and massing of the original dwelling. The design approach may benefit from coordinating with the existing pattern of window and door openings as well as employing facing materials to match those of the existing dwelling. Otherwise it should demonstrate the appropriateness of the alternative approach.'*

Principle DG50 relates to front extensions and in part states: *Front extensions are more likely to be acceptable where the building line is staggered or where the dwelling is set well back from the road. They are less likely to be acceptable in streets with a strong consistent building form as they risk disrupting the underlying order. Where front extensions are considered acceptable, they should normally be limited to a modest single storey or porch-type extension that reflect the character of the existing property.'*

Principle DG51 relates to rear extensions and states: *'Rear extensions which are not visible from the street and do not negatively impact on neighbouring properties can be expressed in many forms, including by adopting a contemporary architectural approach. With reference to DG49, they should nevertheless have consideration for the character of the existing building and the relationship of the extension with the side boundaries and adjacent buildings and gardens.'*

The proposed front extension is of acceptable scale, form and design to the character of the dwelling and character of the area. The extension will use appropriate materials. Additionally the adjoining neighbour no. 2 St Johns Avenue has a similar extension approved under reference number 04/01485/FUL.

The proposed rear extension is of an acceptable scale form and design to the character of the dwelling. The extension will be constructed from materials to match the existing dwelling and will not be visible from the street scene.

The proposed recladding of the dormer will use appropriate materials to be in keeping with the character of the dwelling.

The proposal is therefore considered to comply with policy DP26 of the District Plan and the relevant principles of the Mid Sussex Design Guide SPD.

Impact on neighbouring properties

DP26 of the Mid Sussex District Plan seeks to ensure that development *'does not cause significant harm to the amenities of existing nearby residents and future occupants of new dwellings, including taking account of the impact on privacy, outlook, daylight and sunlight, and noise, air and light pollution (see Policy DP29);'*

The proposed front extension will face onto the street scene and be located approximately 4 metres from the shared boundary with no. 6 St Johns Avenue to the north and will therefore not cause significant harm to neighbour amenity areas.

The rear extension is single storey and of modest height with a window facing to the rear into the application property garden. No. 2 to the south has an existing rear extension of a similar depth up to the shared boundary.

The works to the dormer will not result in any change in terms of harm to neighbour amenities with the dormer to only be reclad with a different materials. The proposed alterations to brick up windows and reduce the size will not result in any additional harm to neighbour amenities.

The proposal is therefore, considered to comply with the above-mentioned part of Policy DP26 of the Mid Sussex District Plan.

Impact on parking provision

Policy DP21 in part states in part:

'The scheme provides adequate car parking for the proposed development taking into account the accessibility of the development, the type, mix and use of the development and the availability and opportunities for public transport; and with the relevant Neighbourhood Plan where applicable;'

West Sussex County Council September 2020 Parking Standards Guidance, outlines that for a 4+ bedroom dwelling in Parking Behaviour Zone 4, the car parking requirement is 2.2 off-street parking spaces and Policy S4 and appendix D of the Burgess Hill Neighbourhood Plan requires two designated parking spaces.

The application property has 1 space on the driveway and 1 space in the garage and the proposal will result in the loss of the garage space. However, the garage space does not meet the required size of 6 metres by 3 metres internally to be of a sufficient size for the use of parking. The existing dwelling does not meet the parking requirements and will not result in a loss of parking. Additionally, there are no on street parking restrictions. The house is sustainably located within walking distance of alternative forms of transportation (buses) and to reach the town centre.

As such it is considered that the remaining parking provision for one car on the frontage would be appropriate in this instance. Therefore, the proposed is deemed to accord with the aims of Policy DP21 of the Mid Sussex District Plan and policy S4 of the Burgess Hill Neighbourhood Plan.

Other Matters

Southern Water have provided comments on the proposal and state that any new connection would require a new sewer connection application to be submitted and approved by Southern Water.

Biodiversity Net Gain

Biodiversity net gain is required under a statutory framework introduced by Schedule 7A of the Town and Country Planning Act 1990. This is a householder application within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015. As a householder application this development is exempt from the requirement to provide biodiversity net gain.

PLANNING BALANCE AND CONCLUSION

In conclusion, the proposal is considered to be acceptable in terms of design, size and scale to the dwellinghouse and locality, would not cause significant harm to the amenities of neighbouring properties. Therefore, the proposal complies with Mid Sussex District Plan policies DP21 and DP26, policy S4 of the Burgess Hill Neighbourhood Plan and with the relevant provisions of the NPPF. The application therefore accords with the Development Plan and is considered acceptable.

Decision: Permission

Case Officer: Peter Davies

