

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/1059	Case Officer:	Andrew Horrell
Application Type:	Householder Application		
Proposal:	Proposed first floor extension and extension to the rear and internal alterations to the property.		
Site:	73 Folders Lane, Burgess Hill, West Sussex, RH15 0DY, , , ,		
Validation Date	29 Apr 2026	Overall Expiry Date:	26 May 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	18 Jun 2026
Target Date:	24 Jun 2026	Recommending Officer Signature:	Andrew Horrell

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Steven King	Date:	19 Jun 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/1059

**73 Folders Lane, Burgess Hill, West Sussex, RH15 0DY, , ,
Proposed first floor extension and extension to the rear and internal alterations to the property.
Mr Dan Durrant**

SUMMARY OF REPRESENTATIONS

None received

CONSULTEE COMMENTS

Southern Water: No objections

TOWN COUNCIL OBSERVATIONS

Recommend Approval

INTRODUCTION

Planning permission is sought for a first-floor extension and single storey extension to the rear with internal alterations to the property.

RELEVANT PLANNING HISTORY

None since extensions in approved in 1977, 1980 and 1981.

SITE AND SURROUNDINGS

73 Folders Lane is a detached plain tiled hipped roofed chalet bungalow. It is characterised by front and rear gables and dormers, uPVC doors and windows, with the walls being face brickwork.

To the south of the site is the driveway to highway beyond, to the north of the site is the rear garden with close boarded fencing to No.9 Folders Close beyond, to the west of the site is the adjacent No.71A and to the east of the site is the adjacent No.75.

The site is within the built up area of Burgess Hill.

APPLICATION DETAILS

The eaves height is to be raised from approximately 3.1m to 4.75m and the ridge height will be raised from 5.3m to 8m.

The proposed part two storey, part first floor side extension to the western elevation approximately measures 13.5m in depth 4.75m in width with a height to eaves of 4.75m and an overall height of 8m. This serves a garage, gym and utility room on the ground floor and bedrooms 3 and 4 on the first floor.

The proposed first floor side extension to the eastern elevation approximately measures 14.5m in depth, 5.4m in maximum width with a height to eaves of 4.75m and an overall height of 8m. This serves bedrooms 1 and 2, and bathroom.

The proposed single storey rear extension approximately measures 2.15m in depth, 14.9m in width with a flat roofed height of 3.15m with the flat roof lantern adding some 0.2m.

The existing flat roofed front and rear flat roofed dormers measure some 0.7m in depth, 2m in width with a height of 1.4m.

The proposed two smaller front and rear dormers approximately measures 1.7m in depth, 1.5m in width with a height to eaves of 0.5m and an overall height of 1.25m, the larger dormers on the front and rear elevations measures 2.6m in depth, 3m in width with a height to eaves of 0.5m and an overall height of 1.7m.

The proposed internal works include a gym and larger utility room within the garage. The hallway altered to a lobby, the kitchen and living room altered to a study and media room, the dining room altered to a play room and bedrooms 1, 2 and 3 and bathroom altered to a kitchen/family room.

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 the 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:

DP26 (Design and Character)

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

Burgess Hill Neighbourhood Plan was formally 'made' as of 28th January 2016.

None relevant

Other Material Considerations

Mid Sussex District Plan 2021-2039 Submission Draft (Regulation 19)

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 hearings were concluded on the 19th March 2026. The District Plan remains at Examination until the Inspector has published his report, until that time 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:

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)

The National Planning Policy Framework (NPPF) 2024 is a material consideration. Paragraphs 8, 11, 131 and 135.

ASSESSMENT

Design and Character

Policy DP26 of the 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;*
- 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'*

The Mid Sussex Design Guide is also considered to be relevant and principle DG49 states that:

'Extensions should respond to the design of the original dwelling and applicants will be expected to demonstrate how local character has informed the design proposal. Extensions should also normally be designed to be well-integrated with the existing scale, form and massing allowing the original building to remain the dominant element of the property whether it has one or several additions'.

The enlargement of the existing dwelling to create a two storey dwelling is not out of character as adjacent No.71a is a two-storey dwelling and the wider streetscene is characterised by a mix of chalet bungalows and two storey dwellings.

Principle DG50 of the Mid Sussex Design Guide relates specifically to side extensions and states:

'Side extensions should normally be subservient to the original dwelling and typically be set-back from the front of the house to help define the original building.

The gaps between dwellings can sometimes positively contribute to articulating (for example, through the consistent rhythm of repeated houses) and adding interest in a street frontage or by providing views / visible connections to the surrounding countryside. Side extensions will therefore need to appropriately respond to the character of the street form and will not normally be accepted where they close an important gap and view'.

The two storey and first floor side extensions at the dwelling, whilst not subservient to the existing dwelling as the roof is being raised as part of the development, as noted above, it will not be out of character with the streetscene.

The use of matching brickwork and cladding will not be out of character with the mixed character of the streetscene.

Principle DG51 of the Mid Sussex Design Guide SPD relates specifically to rear extensions states the following:

'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 single storey rear extension is a modest enlargement to the existing dwelling, as located to the rear of the dwelling it will not be visible from the streetscene and as single storey in nature will be subservient to the existing dwelling. The proposal will use sympathetic materials to the existing dwelling.

With reference to roof enlargement specifically, principle DG52 of the Mid Sussex Design Guide SPD in part states:

'A loft conversion is a space efficient means of extending the amount of living accommodation in a dwelling. Roof accommodation is normally reliant on dormer windows and rooflights to provide light and ventilation. However, if they are out of scale or out of character with the roofscape and proportions of a dwelling they can have an adverse impact on the character of both the dwelling and the streetscape.

The roof pitch and form are intrinsic to a building's character and roof extensions should be sensitive to this. Roof extensions and dormer windows that alter the existing ridge of the roof or significantly alter the roof profile of a building will not normally be acceptable, particularly on the front roof slope, and where there is a strong established roofline.

Where a clear rhythm of fenestration is established, the position and proportion of dormer windows should respond to existing windows and / or doors.'

This principle also includes reference to further dormer window guidance in Chapter 6 of the Design Guide under sections 6.3.5 to 6.3.7 which state:

'6.3.5 While dormer windows can sometimes be prominent features in the streetscene, care needs to be taken with their design, proportions and position on the roof. The choice of design should be informed by the character and appearance of the local vernacular.

6.3.6 Dormer windows should be visually subordinate to the roof slope, enabling a large proportion of the main roof to remain visible. Excessively wide dormers are likely to look unsatisfactory as they will often be out of proportion with the existing roof.

6.3.7 Dormer windows should normally be positioned below the ridge-line, and above the eaves line'.

The existing dwelling and surrounding dwellings are characterised by dormers, predominantly flat roofed and of a style generally not in line with the Mid Sussex Design Guide SPD. The change to modest pitched roofed dormers are more in keeping with the Design Guide, is subservient to the ridge height and will not dominate the front and rear roofslopes.

The proposal therefore complies with policy DP26 of the Mid Sussex District Plan, principles DG49 - DG52 of the Mid Sussex Design Guide and the relevant paragraphs of the NPPF.

Impact on neighbouring amenities

In terms of impact upon neighbouring amenities Policy DP26 in part 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);'

Given the detached relationship with the neighbouring properties means significant harm to light and outlook is not deemed to be caused.

In terms of overlooking, the only first floor window on the side elevations serve bathrooms and will be conditioned to be obscure glazed.

Whilst there will be an increased number of first floor windows at the rear and front elevations, the level of overlooking is no more harmful than would be expected within the built up area and is not significantly more harmful than the existing dormer windows at the property.

Therefore, in terms of neighbouring amenities, the proposal deemed to comply with policy DP26 of the Mid Sussex District Plan and the relevant paragraphs of the NPPF.

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

Planning legislation requires the application to be determined in accordance with the development plan unless material considerations indicate otherwise. It is therefore necessary for the planning application to be assessed against the policies in the development plan and then to take account of other material planning considerations including the NPPF.

The proposal is considered be sensitive to the existing design of the dwelling and the wider streetscene and it will not cause detriment to the amenities of the neighbouring properties. The application therefore complies with District Plan Policy DP26, the adopted Mid Sussex Design Guide SPD as well as the requirements of the NPPF.

Decision: Permission

Case Officer: Andrew Horrell