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For Official use

App No:

Date Rec:

Fee:



Householder Application for Planning Permission for works or extension to a dwelling

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

5

Suffix

Property Name

Address Line 1

Mayhouse Road

Address Line 2

Address Line 3

West Sussex

Town/city

Burgess Hill

Postcode

RH15 9RF

Description of site location must be completed if postcode is not known:

Easting (x)

530685

Northing (y)

118341

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

- ☒ Yes
☐ No

Applicant Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

Conversion of existing integral garage to habitable room with installation of a rear-facing window.

Has the work already been started without consent?

- ☐ Yes
- ☒ No

Materials

Does the proposed development require any materials to be used externally?

- ☒ Yes
- ☐ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:
Windows

Existing materials and finishes:
UPVC windows installed throughout the existing property.

Proposed materials and finishes:
Install 1nr upvc framed, double glazed window to the rear adjacent to the existing door (which is to be retained).

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- ☒ Yes
- ☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

001, 002, 003

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

- ☐ Yes
☒ No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

- ☐ Yes
☒ No

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

- ☐ Yes
☒ No

Is a new or altered pedestrian access proposed to or from the public highway?

- ☐ Yes
☒ No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

- ☐ Yes
☒ No

Parking

Will the proposed works affect existing car parking arrangements?

- ☒ Yes
☐ No

If Yes, please describe:

The proposed works involve the conversion of the existing garage into a habitable space. When allowing for the brick piers, the existing garage is narrower than a standard parking space and is therefore not usable for parking a vehicle while allowing the driver to exit via the driver's door.

A standard parking bay is widely regarded as measuring 2.4m in width by 4.8m in length. The garage, in its existing form, measures 2.37m wide at its narrowest points (at the brick piers) and is only approximately 100mm wider where the piers are absent. When factoring in the size of a modern vehicle, it is impossible to park a standard family hatchback, such as a 2026 VW Golf, with the mirrors unfolded and still open the driver's door to exit the vehicle. This means the garage is not suitable for parking a modern car in practical terms and would also be unsafe, as a vehicle user's safe exit would be impeded.

A standard UK parking bay already relies on a degree of lateral clearance between adjacent vehicles to allow access and egress via opening car doors. It does not assume that parking bays are bounded by solid walls on either side, but rather that vehicles will typically be parked approximately 200mm from the bay marking (in addition to the 80–100mm line thickness).

On this basis, it is considered that the garage is not fit for purpose as a parking space and would be better utilised as habitable accommodation.

There is no issue with on-street parking in the vicinity, and a number of neighbouring properties have converted their garages with minimal impact on street parking availability. There are no double yellow lines adjacent to the property, allowing building users to park safely at the roadside. In addition, there is space to accommodate one vehicle on the driveway in front of the garage.

Given that the proposed works do not increase the capacity of the dwelling (with no increase in the number of bedrooms), it is considered that one off-street parking space, together with available on-street parking, is sufficient to serve the host dwelling without resulting in undue pressure on on-street parking provision.

Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

☒ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- ☒ Yes
☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ☒ The agent
☐ The applicant
☐ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- Yes
- No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

First Name

**** REDACTED ****

Surname

**** REDACTED ****

Reference

DM/25/3013

Date (must be pre-application submission)

26/01/2026

Details of the pre-application advice received

Emails between myself and Catherine pretaining to the fact that the proposal could not be considered permitted development as prior approval from the council was required by direction of the 1989 approval for the estate itself.

Full Email:

Dear Mr Loxley,

DM/25/3013: 5 Mayhouse Road, Burgess Hill, West Sussex, RH15 9RF

On reviewing the above application, it has come to my attention that under the approved planning permission BH/115/91, condition 6.4 states that:

‘Notwithstanding, the provisions of the Town and Country Planning General Permitted Development Order 1988 as amended, no garage on any phase of residential development herby permitted shall be converted to habitable accommodation without the prior approval of the Local Planning Authority.

Reason: To ensure adequate provision is maintained for parking of vehicles clear of the highway.’

As a result of this condition, an LDC for the proposed garage conversion would be recommended for refusal.

Please can you let me know if you wish to withdraw the application by Monday 2nd February or the application will be determined as set out above.

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
- ☒ No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- ☒ Yes
- ☐ No

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ Yes
- ☒ No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

*** "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.**

**** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.**

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- ☐ The Applicant
- ☒ The Agent

Title

Mr

First Name

Oliver

Surname

Robinson

Declaration Date

09/02/2026

☒ Declaration made

Declaration

I/We hereby apply for Householder planning permission as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Oliver Robinson

Date

09/02/2026