

FAO Katherine Williams (Senior Planning Officer)
Development Management
Mid Sussex District Council
Oaklands, Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

15 July 2026

Dear Katherine,

Re: Construction of a porch extension to the front elevation. Conversion of the attached tandem-length garage to provide a garden room/gym. Construction of a dormer on the front elevation to serve the existing Bedroom. Alterations to the existing fenestration to include a first floor balcony to the rear with glazed balustrading and new doors for access, a dummy pitched roof to the garage, and replacement external doors to the rear elevation. Minor Internal alterations at first floor level to increase size of existing bedroom. Creation of a Juliet balcony at second floor level. Minor hard and soft landscaping works adjacent to the front porch and rear of the garage.

6 Glendale Road, Burgess Hill, West Sussex RH15 0EJ

Application Reference: DM/26/1479

I write on behalf of Burgess Hill School for Girls, the freehold owner of 4 Glendale Road, Burgess Hill, in response to the neighbour notification confirming submission of the above householder application by Mrs A. Prestwich at 6 Glendale Road, Burgess Hill RH15 0EJ under planning reference DM/26/1479.

Whilst the School has engaged with the applicant who has agreed to consider possible amendment, having regard of the current documents that are available on the Council's online planning portal, the School objects to this householder application for the reasons set out within this objection letter.

Site Context

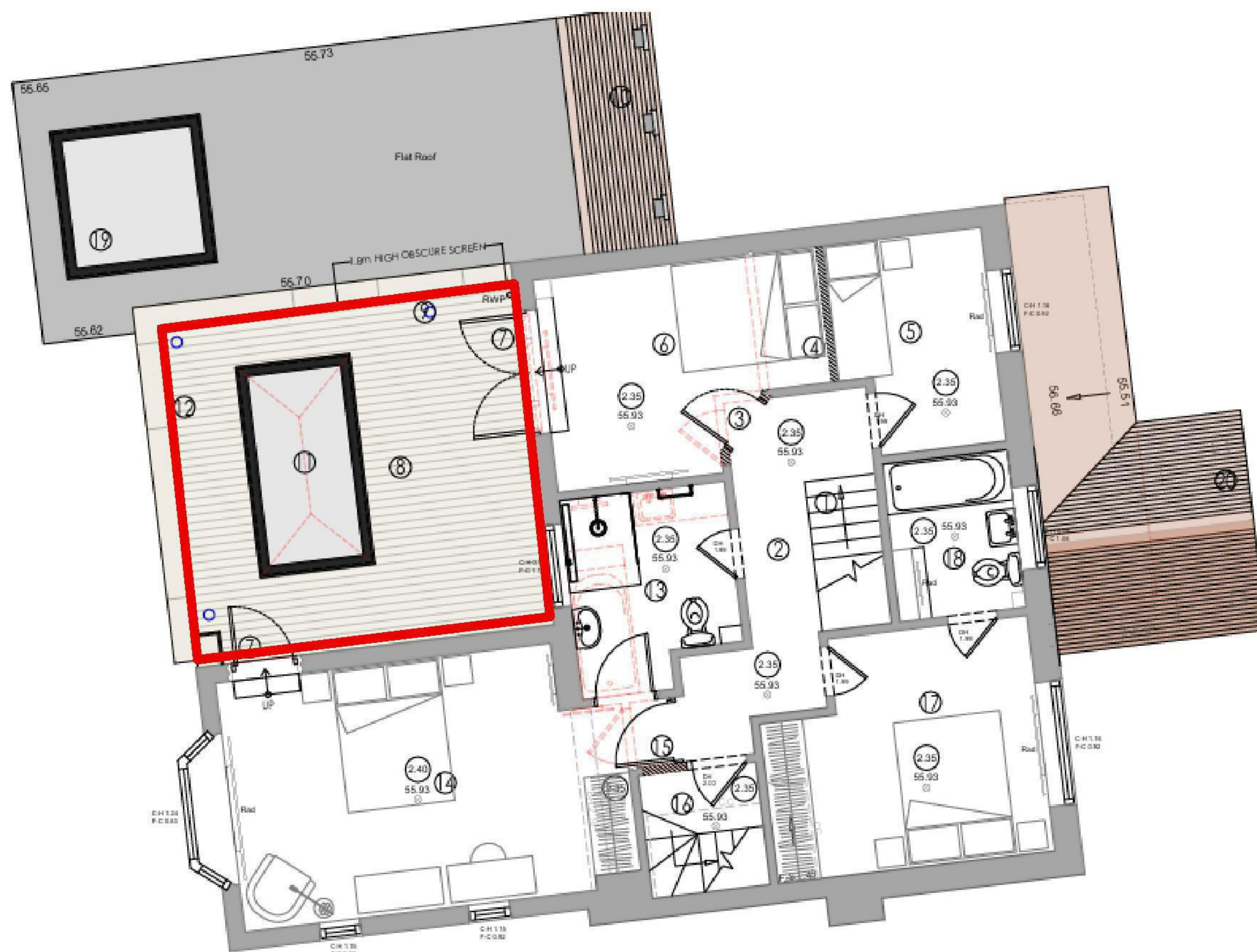
The School is the freehold owner of 4 Glendale Road, Burgess Hill, which lies directly to the north of, and shares a common boundary with, the application site. The property is occupied as a private dwelling by the School's tenants, and the residential amenity of those occupiers is a material planning consideration to which the Council must have regard in the determination of this application.

The shared northern boundary between 6 Glendale Road and 4 Glendale Road comprises a composite panel that is 1.8m in height. The northern flank of the application dwelling, including the attached garage that is the subject of the proposed conversion, and the flat roof over which the proposed first floor balcony would be formed, lies in close proximity to that boundary. The private amenity space and habitable accommodation of 4 Glendale Road lie immediately beyond.

Loss of Privacy – the Proposed First Floor Balcony and Raised Terrace

Policy DP26 of the Mid Sussex District Plan (2014-2031) requires that development does not cause unacceptable harm to the amenity of neighbouring properties, including by reason of loss of privacy and overlooking.

The application proposes the formation of a first-floor balcony to the rear of the dwelling, together with new doors to provide access to it, formed over the flat roof of the existing single-storey element. The First Floor General Arrangement (drawing PL.003) identifies the balcony, a “walk-on rooflight” and balustrading:



FIRST FLOOR GENERAL ARRANGEMENT - AS PROPOSED
SCALE @ 1:50 ON AN A1 SHEET

Figure 1: The proposed balcony, “walk-on rooflight” and balustrading area is denoted by the red line.

The submitted elevations record a ground floor finished floor level of 53.34m AOD and a first-floor finished floor level of 55.93m AOD. The deck of the proposed balcony would therefore sit some 2.59m above the ground floor level of the host dwelling, and materially above the 1.8m composite panel on the shared boundary. That existing fence would provide no meaningful screening whatsoever from an elevated platform at this height.



Figure 2: Proposed West Elevation with the proposed balcony denoted by the red line.
The outline of 4 Glendale Road is shown directly to the side.

The consequence is that the proposal would introduce a new, elevated, external amenity area capable of active and sustained use, in a position that directly overlooks 4 Glendale Road. The resulting overlooking would be of materially different to that arising from a first-floor window. A balcony is used for prolonged periods, at all hours, and in a manner that permits the user to move about and to look outwards and downwards across the boundary. It gives rise both to actual overlooking and to a perception of being overlooked, and the latter is itself capable of amounting to an unacceptable loss of amenity in this case.

The applicant recognises that the proposal gives rise to an overlooking issue. The Key provided on drawing PL.003 describes a *"1.8m high frosted glass balustrade to prevent overlooking"*, and the North Elevation on drawing PL.005 is annotated as a *"1.8m high obscure screen"*. This proposed mitigation is considered an admission of harm rather than a remedy, and it is inadequate for the following reasons:

- The screen is a fragile and impermanent form of mitigation. Obscure glazing and screens are liable to be damaged, removed, replaced or simply not maintained, and the Council would be reliant on enforcement action to secure a benefit upon which the amenity of the School's tenants would depend in perpetuity.
- The extent of the screening is not clearly defined across the submitted drawings, and it is not evident that it would enclose the full northern and north-western flanks of the balcony. Oblique views across the shared boundary would remain.

- The screening would not prevent the noise and general disturbance associated with the use of an elevated external terrace in this position, immediately adjoining a residential boundary.

The application further proposes, as part of the hard and soft landscaping works to the rear of the garage, that the existing ground level be raised to match the existing patio. Raising ground levels adjacent to a boundary reduces the effective height of the 1.8m composite panel still further, and compounds the loss of privacy already identified at ground as well as at first floor level.

Noise and Disturbance – the Proposed Gym

It is understood that the application proposes the conversion of the attached tandem-length garage to provide a garden room/gym. The garage occupies the northern flank of the dwelling and is therefore the element of the building closest to 4 Glendale Road.

The School objects to the siting of a gym use in this location for the following reasons:

- Gym use is a noise-generating activity of a character quite distinct from ordinary domestic living. It typically involves impact noise from the setting down and dropping of free weights, mechanical noise from equipment, and amplified music. Impact noise in particular is transmitted as structure-borne noise and is not attenuated by conventional building fabric. The existing garage is unlikely to have been constructed to any acoustic standard.
- The proposals include the replacement of the existing doors to the rear with new glazed doors. Openable glazed doors serving a gym, giving directly onto the raised external area adjacent to the shared boundary, would permit noise to break out unimpeded towards 4 Glendale Road.
- The use is capable of taking place at unsociable hours and for extended periods, and there is nothing before the Council that would restrict it.

No acoustic report, noise impact assessment or details of any acoustic insulation accompany the application. In the absence of such evidence, we contend that the Council cannot properly conclude that the proposed use would not give rise to an unacceptable loss of amenity for the occupiers of 4 Glendale Road, and the application is accordingly unsupported on this issue.

In the Event the Council is Minded to Grant Planning Permission

For the reasons set out above, the School's primary position is that planning permission should be refused. However, in the event that the Council is minded to grant planning permission notwithstanding this objection, the School requests that the following matters be secured by condition:

- The permanent retention of obscure screening to the northern and north-western flanks of the balcony at a minimum height of 1.8m above finished deck level, to be installed prior to first use of the balcony and thereafter retained in perpetuity, and for the exact details of the obscure glazing to be secured via planning condition;
- The submission and approval of a scheme of acoustic insulation to the northern flank wall and roof of the proposed garden room/gym, to be implemented in full prior to first use and thereafter retained;
- A restriction limiting the use of the garden room/gym to purposes ancillary and incidental to the enjoyment of the dwellinghouse at 6 Glendale Road, precluding any commercial or business use;
- A restriction on the hours of use of the garden room/gym and of the first-floor balcony; and

- The removal of permitted development rights in respect of further extensions, outbuildings and alterations, including the insertion of further openings within the northern flank elevation.

Conclusion

For the reasons contained within this letter, Burgess Hill School for Girls objects to this householder application at 6 Glendale Road, Burgess Hill RH15 0EJ under planning reference DM/26/1479.

The proposed first floor balcony and raised terrace would result in an unacceptable loss of privacy to the occupiers of 4 Glendale Road. The proposed gym would introduce a noise-generating use immediately adjacent to the shared boundary, unsupported by any acoustic evidence. The proposals accordingly conflict with the development plan, and there are no material considerations that indicate a decision should be taken otherwise than in accordance with it.

The School trusts that this objection letter will duly be taken into account as part of the Council's continued assessment of this householder application, and would be grateful to be notified of the decision in due course.

Yours sincerely,

A large black rectangular redaction box covering the signature and any accompanying text.