



Planning Application Cover Letter

Mid Sussex District Council

Planning Department

22nd September 2025

Re: Householder Planning Application: 33 Badgers Walk, Burgess Hill, RH15 0AE

REF DM/25/2401

Dear Sir/Madam,

Please find enclosed a Householder Planning Application for the property at 33 Badgers Walk Burgess Hill, RH15 0AE. The application seeks permission for the following development:

- Conversion of existing garage to habitable accommodation
- Replacement of existing uPVC front porch with a new brick-built porch

The proposals have been designed to respect the character and appearance of the dwelling and the surrounding area, in accordance with Policy DP26 (Character and Design) of the Mid Sussex District Plan (2014–2031).

Enclosed Documents

- 1. Completed Application Form
- 2. Location Plan (1:1250 scale)
- 3. Block / Site Plan
- 4. Existing Floor Plans
- 5. Proposed Floor Plans (showing garage conversion and new porch)
- 6. Existing Elevations
- 7. Proposed Elevations
- 8. Design & Access / Supporting Statement
- 9. Ownership Certificate

I trust the enclosed documents are in order. Should you require any further information, please do not hesitate to contact me.

Yours faithfully,

Kathryn O'Connell

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Design & Access / Supporting Statement

Project Details

Applicant: Kathryn J'Connell

Site Address: 33 Badgers walk, Burgess Hill, RH15 0AE

Local Planning Authority: Mid Sussex District Council

Application Type: Householder Planning Application

Development Proposal: Garage conversion and replacement front porch in brickwork

Policy Context

The proposed development has been assessed against the Mid Sussex District Plan (2014–2031), in particular Policy DP26: Character and Design, which requires development to respect the character of the surrounding area, use appropriate materials, and integrate well with the host dwelling.

Garage Conversion

The proposal includes the conversion of the existing garage to habitable accommodation. The works are modest in scale and will use materials consistent with the existing dwelling. The conversion is designed to compliment the main house, retaining the character of the property while providing improved extra living space. The development is to the rear of the main house and will not adversely impact the street scene, the character of the area, or the amenity of neighbouring properties.

Replacement Front Porch

The proposal also includes replacing the existing uPVC front porch with a new brick-built porch. The new porch will be proportionate in scale, designed in relation to the main dwelling, and constructed in matching brickwork to harmonise with the house. This represents a visual enhancement compared to the existing uPVC structure and contributes positively to the overall character of the street scene.

Conclusion

The development has been carefully designed to respect the character and appearance of the host property and the wider area. The replacement porch improves the quality of design and materials, while the garage conversion is appropriately scaled and blends in with the dwelling. Together, the proposals comply with Policy DP26 (Character and Design) of the Mid Sussex District Plan and are considered acceptable in planning terms.