

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/1578	Case Officer:	Peter Davies
Application Type:	Householder Application		
Proposal:	Proposed loft conversion.		
Site:	37 Sycamore Drive, Burgess Hill, West Sussex, RH15 0GG, , , ,		
Validation Date	26 Jun 2026	Overall Expiry Date:	24 Jul 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Refusal	Recommendation Date:	7 Aug 2026
Target Date:	21 Aug 2026	Recommending Officer Signature:	<i>Peter Davies</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	<i>Stephen Ashdown</i>	Date:	9 Aug 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/1578

**37 Sycamore Drive, Burgess Hill, West Sussex, RH15 0GG, , ,
Proposed loft conversion.
Mr Farrell**

REPRESENTATION RECEIVED

None received.

TOWN COUNCIL OBSERVATIONS

The Burgess Hill Town Council Committee of 13th July would Recommend Approval.

INTRODUCTION

The application seeks planning permission for a loft conversion with rear dormer and front velux rooflights.

RELEVANT PLANNING HISTORY

04/01634/FUL - Erection of 90 dwellings incorporating detached, semi-detached and terraced homes. Permission

SITE AND SURROUNDINGS

The application property is a detached two storey dwelling located on the west side of Sycamore Drive within a small cul-de-sac. The property is located within the built-up area boundary of Burgess Hill.

The application property has a pitched roof and is constructed from brick with hanging tile at first floor level, plain roof tiles and white uPVC fenestration. The dwelling set back from the highway with soft landscaping to the front. On the north side is a detached 3 bay garage and off-street parking which serves 3 properties including the application property. The locality is characterised by detached and semi-detached dwellings of a similar design and form.

APPLICATION DETAILS

The application seeks planning permission for a loft conversion with dormer and velux rooflights. The dormer will be located on the rear (west) elevation and will have a width and depth of approximately 8.50 metres and 3.05 metres. The dormer would have a flat roof with a height of 2.85 metres.

3. no velux rooflights are proposed on the front (east) elevation.

The materials are to match the existing materials of the dwellinghouse.

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:

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)

No relevant policies

Other Legislation

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 hearings were concluded on 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:

DPS1 - Climate Change

DPS2 - Sustainable Design and Construction

DPB1 - Character and Design

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

Ministerial Statement and Design Guide

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
- 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 DG52 relates to roof extensions and 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.'

Loft conversions have been allowed within Sycamore Drive including the adjoining no. 35 in application 13/00129/FUL and no. 61 in application DM/25/3116. However, both of these proposed loft conversions only included velux rooflights with no dormer.

The proposed dormer is large in scale spanning the full width of the roof. As a result the dormer is out of scale and character with the roof slope creating a top heavy appearance resulting in harm to the character of the dwelling and the character of the area.

Condition 27 of application 04/01634/FUL removed permitted development rights including Classes B and C and therefore no part of the proposal or similar could be carried out as permitted development.

It is therefore concluded that the design and form of the dormer would result in a large unsympathetic addition to the dwelling and would detract from the character and appearance of the dwelling. The proposal therefore does not accord with policy DP26 of the Mid Sussex District Plan or the Mid Sussex Design Guide.

Impact on neighbouring properties

Policy 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 dormer is located on the rear elevation and faces into the application rear boundary. Due to the height there would be some views into the rear garden of the adjoining no. 35 Sycamore Drive however there would already be some views from first floor level and so the additional overlooking would not be considered to cause significant harm. The application property is set to the north of no. 35 and therefore the addition to the roof would not result in loss of light.

To the north of the site lies the garages serving the application property and 2 no. neighbouring properties.

To the rear is woodland with the closest dwelling some 40 metres away.

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

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 would be acceptable regarding neighbouring. However, the proposal due to its design and form is unsympathetic and would be out of keeping with the character of the existing property. The proposal is therefore considered to be contrary to the requirements of policy DP26 of the Mid Sussex District Plan and Principles DG52 Mid Sussex Design Guide and the NPPF

Decision: Refusal

Case Officer: Peter Davies