

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/1114	Case Officer:	Andrew Horrell
Application Type:	Householder Application		
Proposal:	Two-storey side extension and single-storey front and rear extensions to existing dwelling		
Site:	16 Birch Way, Haywards Heath, West Sussex, RH17 7SG, , ,		
Validation Date	5 May 2026	Overall Expiry Date:	29 May 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	24 Jun 2026
Target Date:	30 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:	24 Jun 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/1114

**16 Birch Way, Haywards Heath, West Sussex, RH17 7SG, , ,
Two-storey side extension and single-storey front and rear extensions to existing dwelling
Mr John Batchelor**

SUMMARY OF REPRESENTATIONS

None received

SUMMARY OF CONSULTEES

None relevant

TOWN COUNCIL OBSERVATIONS

No comment

INTRODUCTION

Planning permission is sought for a two-storey side extension and single-storey front and rear extensions.

RELEVANT PLANNING HISTORY

None relevant

SITE AND SURROUNDINGS

16 Birch Way is a two-storey detached pitched roofed dwelling within a cul-de-sac off Greenhill Park. The walls are a mix of face brickwork, timber cladding and painted brickwork, uPVC doors and windows.

To the north of the site is the set forward No.14 Birch Way, to the south is the set forward No.18 Birch Way, to the north-west of the site is the rear garden with close boarded fencing to neighbours in Hurstwood Lane and to the south-east of the site is the driveway to the highway beyond.

The site is within the built-up area of Haywards Heath

APPLICATION DETAILS

The proposed two storey side extension approximately measures 7.3m in depth, 4m in width (some 1.45m wider than existing garage) with a height to eaves of 5.15m and an overall height of 6.15m. This will serve a converted garage (games room) on the ground floor and a bedroom and bathroom on the first floor. A rear rooflight is proposed which measures some 0.6m by 0.35m.

The proposed single-storey front extension to replace the existing flat roofed canopy approximately measures 1.8m in depth, 9.65m in maximum depth with a height to eaves of 2.35m and an overall height of 3.4m. The proposed front porch has the same eaves (2.35m) and ridge height (3.4m) and measures some 2.75m in depth and 2m in width.

The existing conservatory measures 3.5m in depth, 3.5m in width with a height to eaves of 2.1m and an overall height of 3.15m.

The proposed single storey rear extension to in part replace existing conservatory approximately measures some 3.5m in depth, 11.25m in width with a height to eaves of 2.1m and an overall height of 3.65m. This serves an open plan kitchen dining room, an office and an WC. Three rooflights are proposed which measure some 1.15m by 0.55m each.

Internal works include the existing dining room changed to a snug.

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 Haywards Heath 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:

Policy DP21 - Transport

Policy 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.

Haywards Heath Neighbourhood Plan

The Haywards Heath Neighbourhood Plan was made on 15th December 2016

Relevant policies:

Policy E9 - Design

Policy H9 - Building Extensions

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:

DPB1 - Character and Design

DPT4 - Parking and Electric Vehicle Charging Infrastructure

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.

West Sussex County Council Guidance for Parking at New Developments (September 2020)

National Planning Policy Framework (NPPF) (December 2024)

The National Planning Policy Framework (NPPF) 2024 is a material consideration. Paragraphs 8, 11, 131 and 135 are considered to be relevant to this application.

ASSESSMENT

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'.*

Policies H9 and E9 of the Haywards Heath Neighbourhood Plan are most relevant.

Policy H9 states:

'Extensions to existing dwellings will be permitted where it meets the following criteria:

- o The scale, height and form fit unobtrusively with the existing building and the character of the street scene.*
- o Spacing between buildings would respect the character of the street scene.*
- o Gaps which provide views out to surrounding countryside are maintained.*
- o Materials are compatible with the materials of the existing building.*
- o The traditional boundary treatment of an area is retained and, where feasible reinforced.*
- o The privacy, daylight, sunlight and outlook of adjoining residents are safeguarded'.*

Policy E9 states:

'Developers must demonstrate how their proposal will protect and reinforce the local character within the locality of the site. This will include having regard to the following design elements:

- o height, scale, spacing, layout, orientation, design and materials of buildings,*
- o the scale, design and materials of the development (highways, footways, open space and landscape), and is sympathetic to the setting of any heritage asset,*
- o respects the natural contours of a site and protects and sensitively incorporates natural features such as trees, hedges and ponds within the site,*
- o creates safe, accessible and well-connected environments that meet the needs of users,*
- o Will not result in unacceptable levels of light, noise, air or water pollution,*
- o Makes best use of the site to accommodate development,*
- o Car parking is designed and located so that it fits in with the character of the proposed development.*

Proposals affecting a listed building, conservation area, building of local interest or public park of historic interest or their setting should preserve or enhance their special interest and/or distinctive character'.

Principle DG49 of the Mid Sussex Design Guide states:

'Extensions should typically use simple, uncomplicated building forms to compliment and coordinate with the scale, form and massing of the original dwelling. The design approach may benefit from coordinating with the existing pattern of window and door openings as well as employing facing materials to match those of the existing dwelling. Otherwise it should demonstrate the appropriateness of the alternative approach.'

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

'Front extensions are more likely to be acceptable where the building line is staggered or where the dwelling is set well back from the road. They are less likely to be acceptable in streets with a strong consistent building form as they risk disrupting the underlying order.'

Where front extensions are considered acceptable, they should normally be limited to a modest single storey or porch-type extension that reflect the character of the existing property.

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 proposed front extension is a modest enlargement on the existing flat roofed porch canopy. It is single storey and of a design recommended under principle DG50 of the Mid Sussex Design Guide SPD. A mix of porch designs characterise the streetscene.

A two storey side extension characterised by No.6 Birch Way (06/01202/FUL). The proposed part first floor, part two storey side extension is a modest enlargement to the existing dwelling. It is subservient to the existing dwelling. Whilst the use of composite cladding is a new element to the existing dwelling, the streetscene is characterised by a mix of materials including cladding similar to the proposed.

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 proposed single storey rear extension is the same depth as the existing conservatory. Whilst it is a fairly large widening to be full width, it will not be visible from the streetscene.

The proposal is in terms of character and design, in keeping with the area and complies with policy DP26 of the Mid Sussex District Plan, policies E9 and H9 of the Haywards Heath Neighbourhood Plan and principles DG49-DG51 of the Mid Sussex Design Guide SPD.

Impact on neighbouring properties

Policy H9 states that proposals should "safeguard" adjoining neighbours amenity whereas policy DP26 of the MSDP states that development should 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. There is therefore some conflict between the District Plan and Neighbourhood Plan in this respect.

Under section 38(5) of the Planning and Compulsory Purchase Act 2004 if a policy contained in a development plan for an area conflicts with another policy in the development plan, the conflict must be resolved in favour of the policy which is contained in the last document to be adopted, approved or published. As such, policy DP26 of the MSDP is considered to take precedence and therefore the test in this instance is whether the development causes significant harm to neighbouring amenities as outlined above.

Given the detached relationship with neighbouring properties and built up area location, significant harm is not deemed to be caused in terms of light and outlook. In terms of overlooking and loss of privacy, the creation of additional first floor windows to the front and rear elevations are no more harmful than the overlooking from the existing first floor windows.

Therefore, in terms of neighbouring amenities, the proposal complies with policy DP26 of the Mid Sussex District Plan, policy H9 of the Haywards Heath Neighbourhood Plan and the relevant paragraphs of the NPPF.

Parking Provision

As the existing garage is to be converted and an additional bedroom is proposed, parking standards should be assessed.

Plans show that the dwelling as proposed has 5 bedrooms, West Sussex County Council September 2020 Parking Standards Guidance outlines that for a 5-bedroom dwelling in this location that 2.5 parking spaces should be provided.

There is parking on the driveway for 2 cars, so there is a slight shortfall. However, there is modest parking restrictions on the road (9 -10am, 1-2pm on weekdays) and the site is within walking distance of alternative forms of transport (buses and train) and the town centre.

There would be no displacement car parking that would result in a highway safety issue. Therefore, the proposal complies with policy DP21 of the Mid Sussex District Plan and WSCC Parking Standards Guidance.

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 proposed extensions are considered be sensitive to the existing design of the dwelling, the wider streetscene, it will not cause significant detriment to the amenities of the neighbouring properties and will be in a sustainable location in terms of parking provision. The application therefore complies with Policies DP21 and DP26 of the District Plan, policies E9 and H9 of the Haywards Heath Neighbourhood Plan, as well as the adopted Mid Sussex Design Guide as well as the requirements of the NPPF.

Decision: Permission

Case Officer: Andrew Horrell