

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/0994	Case Officer:	Katherine Williams
Application Type:	Householder Application		
Proposal:	Proposed garage conversion into habitable space. New window to front with brickwork to match existing below.		
Site:	20 Hawkins Road, Haywards Heath, West Sussex, RH17 7BY, , , ,		
Validation Date	22 Apr 2026	Overall Expiry Date:	18 May 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	27 May 2026
Target Date:	17 Jun 2026	Recommending Officer Signature:	Katherine Williams

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Steven King	Date:	27 May 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/0994

20 Hawkins Road, Haywards Heath, West Sussex, RH17 7BY, , ,
Proposed garage conversion into habitable space. New window to front with brickwork to match existing below.
Zoltan Herczeg

SUMMARY OF REPRESENTATION

None received

SUMMARY OF CONSULTEES

None received

TOWN COUNCIL OBSERVATIONS

No Comment

INTRODUCTION

The application seeks planning permission for a garage conversion into habitable space. New window to front with brickwork to match existing below.

RELEVANT PLANNING HISTORY

HH/130/98 - Outline permission for residential development comprising up to 222 dwellings and full planning permission for the construction of part the proposed Haywards Heath relief road. Permission.

SITE AND SURROUNDINGS

The application property consists of a three storey mid terrace townhouse located on the northern side of Hawkins Road, within the built up area boundary of Haywards Heath.

The locality is characterised by residential properties within a modern development, and although the detailed design of the properties vary there is an overarching character and style. The properties along the northern side of Hawkins Road forms an urban edge with soft landscaping to the south, with Rocky Lane beyond, which gives glimpsing distant views of the properties.

The application property is positioned within a line of townhouses which have connecting roofs with front to rear gables. The integrated garage is recessed from the front elevation of the dwelling, as is the front door of the property. The dwellings are set back from the highway with off street parking and soft landscaping.

The property is constructed in brick, plain roof tiles and white fenestration.

When outline permission was granted for the development condition 11 stated:

'Detailed plans referred to in condition 2 of this permission shall provide for car parking at an average maximum of 1.5 off street car parking spaces per dwelling. The dwellings hereby approved shall not be occupied until provision for parking has been made within the site in accordance with the agreed details, and such provision shall thereafter be used only for the parking of vehicles'

Due to this condition the conversion of the garage and resulting loss of parking provision would require planning permission.

APPLICATION DETAILS

The proposed garage conversion to a habitable room would result in the replacement of the garage door with a window and brickwork to match the existing property. No other alterations are proposed.

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 DPD and 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:

DP21 - Transport
DP26 - Character and Design

Haywards Heath Neighbourhood Plan (made December 2016)

Relevant policies:

Policy E9 - Design
Policy H9 - Residential Extensions

Mid Sussex Site Allocations Document (DPD)

Site Allocations Development Plan Document as adopted on 29th June 2022. It allocates sufficient housing and employment land to meet identified needs 2031.

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 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:

DPS1 - Climate Change
DPS2 - Sustainable Design and Construction
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.

National Planning Policy Framework (NPPF) (December 2024)

National Planning Policy Guidance

Ministerial Statement and Design Guide

On 1 October 2019 the Secretary of State for the Ministry of Housing, Communities and Local Government made a statement relating to design. The thrust of the statement was that the Government was seeking to improve the quality of design and drive up the quality of new homes. The Government also published a National Design Guide, which is a material planning consideration.

The National Design Guide provides guidance on what the Government considers to be good design and provides examples of good practice. It notes that social, economic and environmental change will influence the planning, design and construction of new homes and places.

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
- Impact on parking provision
- 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.'*

This ethos is echoed within Policy E9 from the Haywards Heath Neighbourhood Plan.

Policy H9 of the Haywards Heath Neighbourhood Plan states:

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

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

The Mid Sussex Design Guide requires all development to be of a high standard of design.

The conversion of the garage to habitable accommodation would result in changes to the fenestration of the dwelling which would be constructed in materials to match. Given the small scale nature of the proposed external changes, it is considered that it would not have a negative impact on the appearance of the dwelling and would be in keeping with the streetscene.

Impact on neighbouring properties

Policy DP26 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 closest properties are No.s 22 and 18 Hawkins Road, adjoin the application property. The proposal would not result in an enlargement to the property and therefore not considered to cause harm to the amenities of neighbouring properties

Highway Safety

West Sussex County Council August 2019 Parking Standards Guidance, outlines that for a 3 bedroom dwelling in this location 1.7 parking spaces should be provided. The proposed conversion would result in 1 parking space for the property. It is considered that although the retained off street parking would be less than the WSCC parking guidance sets out, the loss of the garage space would not warrant the refusal of the application in this instance as it would not result in a level of displacement parking that would cause a highway safety hazard. In addition, it should be noted that WSCC guidance says that garages should be at least 6m by 3m internally to be regarded as an allocated parking space of 0.5. In this case the existing garage is narrower than this and would not be classified as an allocated space.

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.

CONCLUSION

In conclusion, the proposal is considered to be appropriate in terms of design, size and scale to the dwellinghouse, would not cause harm to the amenities of neighbouring properties and is acceptable in terms of the impact on the parking provision. Therefore, the proposal complies with Mid Sussex District Plan policies DP21 and DP26, policy E9 and H9 of the Haywards Heath Neighbourhood Plan and the relevant provisions of the NPPF. The application therefore accords with the Development Plan and is considered acceptable.

Decision: Permission

Case Officer: Katherine Williams