

SUPPORTING PLANNING STATEMENT

11 Pond Meadow, Haywards Heath, West Sussex, RH16 4WE

Proposal: Part Conversion of Existing Garage

Applicant: Kris O'Shea

Date: 31st March 2026

1. Introduction

1.1 This statement has been prepared in support of a planning application for the part conversion of the existing garage at 11 Pond Meadow, Haywards Heath, West Sussex, RH16 4WE.

1.2 The property comprises a three-bedroom dwelling located within an established residential area. It is subject to planning conditions associated with the original development, including a restriction relating to the retention of parking provision. Planning permission is therefore sought to enable the proposed development.

2. Site and Surroundings

2.1 The application site forms part of a residential street characterised by similar family dwellings. Pond Meadow is a quiet residential road with no through traffic.

2.2 The site benefits from proximity to local services and public transport, including Haywards Heath railway station, which is approximately a 15-minute walk from the property.

3. Proposed Development

3.1 The proposal comprises the internal conversion of the existing garage to provide additional habitable accommodation.

3.2 A portion of the garage will be retained for storage purposes.

3.3 The works are contained entirely within the existing structure and do not alter the footprint of the property.

3.4 The only external alteration is to the rear elevation, where white uPVC French doors will replace the existing white uPVC door. No changes are proposed to the front or side elevations, and the existing garage door will be retained. The appearance of the dwelling within the street scene is therefore largely unchanged.

4. Planning Policy Context

4.1 This statement has been prepared with reference to the West Sussex County Council Guidance on Parking at New Developments (2020).

4.2 The guidance states that residential parking demand should be assessed having regard to:

- Parking behaviour zone

- Dwelling size
- Availability of allocated and unallocated parking
- Control and enforcement arrangements

4.3 The property is located within Parking Behaviour Zone 4 (PBZ4). Table 2 of the guidance identifies an expected parking demand of approximately 1.7 spaces for a dwelling of this size.

4.4 The guidance also states that garages will only be counted towards parking provision where they meet minimum internal dimensions, and even then are typically counted as 0.5 of a parking space.

5. Parking Provision

5.1 The property benefits from an existing driveway capable of accommodating up to two vehicles, providing allocated off-street parking.

5.2 In addition, there is unallocated on-street parking directly opposite the property and further along Pond Meadow. These spaces are unrestricted. Observations indicate that they are regularly available and not subject to parking stress.

5.3 Pond Meadow is a residential road with no through traffic, which limits vehicle movements and supports the availability and usability of on-street parking.

5.4 The guidance confirms that both allocated and unallocated parking are relevant considerations in assessing parking provision, and in this case both forms of parking are available in close proximity to the dwelling.

5.5 The existing garage is not currently used for the parking of a vehicle, and its conversion will not result in the displacement of an actively used parking space. The proposal does not reduce the functional parking provision associated with the dwelling and reflects the established parking arrangement at the property.

6. Accessibility

6.1 The site is located approximately a 15-minute walk from Haywards Heath railway station.

6.2 The guidance identifies accessibility as a relevant factor in assessing parking provision. The proximity of the station supports opportunities for travel by public transport and reduces reliance on private vehicles.

7. Conclusion

7.1 The proposed garage conversion represents a modest and appropriate form of development that enhances the usability of the dwelling while maintaining its external character.

7.2 The application has been prepared having regard to the relevant planning condition and demonstrates that adequate parking provision will remain available, taking into account both allocated parking on the driveway and the availability of unrestricted on-street parking.

7.3 The proposal accords with the considerations set out in the West Sussex County Council Guidance on Parking at New Developments and will not give rise to any adverse impact on parking provision or highway safety.

7.4 Planning permission is therefore respectfully sought.