

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/1031	Case Officer:	Hamish Evans
Application Type:	Householder Application		
Proposal:	Garage conversion and side extension.		
Site:	11 Folders Close, Burgess Hill, West Sussex, RH15 0TA, , , ,		
Validation Date	24 Apr 2026	Overall Expiry Date:	19 May 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	20 May 2026
Target Date:	19 Jun 2026	Recommending Officer Signature:	Hamish Evans

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Steven King	Date:	20 May 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/1031

**11 Folders Close, Burgess Hill, West Sussex, RH15 0TA, , ,
Garage conversion and side extension.
Mr Russell Wooden**

SUMMARY OF REPRESENTATIONS

No third-party representation letters have been received.

SUMMARY OF CONSULTEES

Southern Water

No objection.

TOWN COUNCIL OBSERVATIONS

Burgess Hill Town Council

Recommend approval whilst regret the loss of a garage.

INTRODUCTION

This application seeks planning permission for the erection of a single storey side extension and a garage conversion at 11 Folders Close Burgess Hill RH15 0TA.

RELEVANT PLANNING HISTORY

None considered relevant.

SITE AND SURROUNDINGS

The application site is located within the Burgess Hill built up area boundary. The existing dwelling is a two-storey detached dwelling which is characterised by bare brick and clay hanging tile walls, brown clay roof tiles and white uPVC window and doors. There are some three off-street parking spaces within the site, one within the existing garage and two to the front of the dwelling.

APPLICATION DETAILS

This application seeks planning permission for the erection of a single storey side extension and a garage conversion at 11 Folders Close Burgess Hill RH15 0TA.

The proposed single storey side extension measures some 3.8 metres in width, 4.7 metres in depth and a total height of 3.0 metres. It would provide a hallway and shower room. The proposed garage conversion would replace the existing garage with a bedroom and it would replace the existing garage door with a window. The proposed works would be characterised by external materials similar in appearance to the existing dwelling.

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:

DP21 - Transport

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

The Burgess Hill Neighbourhood Plan was made in January 2016.

Relevant policies:

Policy S4 - Parking Standards for new developments

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.

National Planning Policy Framework (NPPF) (December 2024)

ASSESSMENT

Character and Design

Policy DP26 of the District Plan relates to character and design and requires all proposals to be well designed and reflect the distinctive character of the towns and villages while being sensitive to the countryside as well as addressing the character and scale of the surrounding buildings and landscape. In part the policy requires proposals to be of a high quality design and layout and includes appropriate landscaping and greenspace; and creates a sense of place while addressing the character and scale of the surrounding buildings and landscape.

A similar ethos is contained within the Mid Sussex Design Guide SPD.

The proposed external materials would be similar in appearance to external materials within the existing dwelling and surrounding area. Details of the proposed external materials can be secured by a suitably worded condition.

The proposed side extension is of a modest single storey nature and due to its position it would not close an important gap between dwellings. It would be subservient in height to the existing dwelling and due to its position there would be limited views of it from the surrounding area. The proposed garage conversion would be modest in its scale and the proposed window to replace the existing garage door would be similar in appearance to the existing windows at the dwelling.

Taking into account the above the proposed works are considered to address the scale and character of the existing buildings and landscape. Therefore, the application is considered to comply with the above part of policy DP26 of the Mid Sussex District Plan and the Mid Sussex Design Guide SPD.

Transport

Policy DP21 of the Mid Sussex District Plan requires that;

'The scheme provides adequate car parking for the proposed development taking into account the accessibility of the development, the type, mix and use of the development and the availability and opportunities for public transport; and with the relevant Neighbourhood Plan where applicable; The scheme protects the safety of road users and pedestrians'

Policy S4 of the Burgess Hill Neighbourhood Plan requires that new development provide some two off-street parking spaces and the WSCC Parking Guidance states that some 2.2 off-street parking spaces should be provided. The proposal would result in the loss of an existing off-street parking space and the creation of one additional bedroom. The existing site benefits from some three off-street parking spaces and the proposal would remove one of these. The resulting off-street parking spaces would be two. Taking into account the above it is considered that the proposal would comply with policy DP21 of the Mid Sussex District Plan, policy S4 of the Burgess Hill Neighbourhood Plan and the WSCC Parking Guidance.

Neighbouring Amenities

Policy DP26 in part 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);'

A similar ethos is contained within the Mid Sussex Design Guide SPD.

The proposed extension is of a modest single storey nature and the proposed opening would not have direct views into neighbouring properties private amenity space. Taking into account the above, the

works would not cause significant harm to the amenities of nearby residents including taking account of the impact on privacy, outlook, daylight and sunlight, and noise, air and light pollution. The works are therefore, considered to comply with the above-mentioned part of policy DP26 of the Mid Sussex District Plan and the Mid Sussex Design Guide SPD.

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.

Other Matters

Souther Water have commented on the application and raised no objection. However, they have provided advice relating to building regulations which can be included as an informative.

PLANNING BALANCE AND CONCLUSION

In conclusion, due to the design, scale, position and nature of the proposed works they would address the character and scale of the existing buildings and landscape and they would not cause significant harm to the amenities of nearby residents. The resulting parking arrangement is also considered to be acceptable. The application is also exempt from the requirement to provide biodiversity net gain. Therefore, the application complies with policies DP21 and DP26 of the Mid Sussex District Plan, policy S4 of the Burgess Hill Neighbourhood plan, the Mid Sussex Design Guide SPD, the West Sussex County Council Guidance on Parking at New Developments (September 2020) and with the relevant provisions of the NPPF.

Decision: Permission

Case Officer: Hamish Evans