

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/1060	Case Officer:	Andrew Horrell
Application Type:	Householder Application		
Proposal:	Single storey side and front extension, porch extension, partial garage conversion, new first floor with side dormer extension, installation of x3 rooflights, and alterations to the fenestration.		
Site:	5 Knowle Close, Copthorne, Crawley, West Sussex, RH10 3LR, , ,		
Validation Date	31 Jul 2026	Overall Expiry Date:	25 Aug 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	21 Sep 2026
Target Date:	25 Sep 2026	Recommending Officer Signature:	Andrew Horrell

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Stephen Ashdown	Date:	21 Sep 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/1060

**5 Knowle Close, Copthorne, Crawley, West Sussex, RH10 3LR, ,
Single storey side and front extension, porch extension, partial garage conversion, new first floor
with side dormer extension, installation of x3 rooflights, and alterations to the fenestration.
Mr Luke Terry**

SUMMARY OF REPRESENTATIONS

None received

SUMMARY OF CONSULTEES

MSDC Tree Officer: I have reviewed the Arboricultural Impact Assessment (AIA), for this proposal and have no objection.

Please condition adherence to the AIA and method statement therein.

PARISH COUNCIL OBSERVATIONS

Worth Parish Council Supports this application.

INTRODUCTION

Planning permission is sought for a single storey side and front extension, porch extension, partial garage conversion, new first floor with side dormer extension, installation of three rooflights and alterations to the fenestration.

RELEVANT PLANNING HISTORY

None relevant

SITE AND SURROUNDINGS

5 Knowle Close is a corner pitched roofed bungalow within a small cul-de-sac off Knowle Close serving 5-9 Knowle Close. The walls are a mix of face brickwork and timber cladding and uPVC doors and windows. Characterised by a side lean-to and a front flat roofed garage.

To the north of the site is the adjacent No.6, to the south of the site is the side garden with highway beyond, to the east of the site is the rear garden with close boarded fencing to footpath to neighbour in Spring Gardens and to the west is the driveway to the highway beyond.

The site is within the built-up area of Copthorne.

APPLICATION DETAILS

The proposed single storey side approximately measures 11m in depth, 5.5m in width with a height to eaves of 2.35m and an overall height of 3.5m. This serves a kitchen/dining room and living room.

The proposed front extension approximately measures 2.15m in depth, 6.75m in width with a height to eaves of 2.35m and an overall height of 4.1m. This serves an office/gym.

The proposed flat roofed porch extension approximately measures 1.55m in depth, 2m in width with an overall height of 2.35m.

The garage is to be partially converted into a utility room.

Other Internal works include the living room changed to the master bedroom and bathroom, bedroom 2 to become part of the master bedroom and bedroom 3 to become part of the kitchen/dining room, a staircase located within the hallway, bedroom 1 to become an office/gym and removal of bathroom and WC.

The proposed side dormer approximately measures 4.35m in depth, 8m in width with a height of 2.6m. This will create a first floor serving bedroom 2,3 (incorrectly labelled as bedroom 5) and 4, an en-suite and bathroom.

The two rooflights serving bedroom 4 approximate measures 0.8m by 0.7m, the smaller rooflight serving the en-suite 0.8m by 0.55m.

The fenestration on the ground floor are to be altered.

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 Copthorne 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

DP37 - Trees, Woodland and Hedgerows

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.

Copthorne Neighbourhood Plan

The Copthorne Neighbourhood Plan was formally made by the Council on 29th September 2021.

Relevant policies:

CNP1.1 - Design and Character

CNP1.2 - Neighbouring Amenities

CNP1.6 - Residential Extensions

CNP12 - CA5: Post-War Copthorne

CNP15 - Car Parking

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 is currently at Examination with initial hearings held in February/March 2026. The Council is consulting on Main Modifications which are required to ensure the plan is legally compliant and sound. 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:

DPS2 - Sustainable Design and Construction
DPN4 - Trees, Woodland and Hedgerows
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.

ASSESSMENT

Design and Character

Policy DP26 of the District Plan relates to character and design. In addition, policy CNP1.1 of the Neighbourhood Plan has a similar ethos. However, policy DP26 is considered to have very limited weight as it is materially inconsistent with the NPPF, and greater weight should be given to policy DP3 of the NPPF.

Policy DP3 in part states:

'To create well-designed places, development proposals should also reflect relevant aspects of the following principles, as appropriate to the nature of the development and its location.

- e. Built Form: use the pattern of buildings to define the arrangement of streets, squares and other spaces, promote compact forms of development to optimise the site's potential, distinguish between public and private areas, create focal points and, where appropriate, enhance views into and out of the scheme;*
- g. Identity: create visually attractive, distinctive and characterful development to establish or maintain a strong sense of place and pride, including through the use of a coherent palette of materials, design features and planting'.*

The Mid Sussex Design Guide SPD also provides advice for extensions to dwellings. Principle DG49 states that:

'Extensions should respond to the design of the original dwelling and applicants will be expected to demonstrate how local character has informed the design proposal. Extensions should also normally be designed to be well-integrated with the existing scale, form and massing allowing the original building to remain the dominant element of the property whether it has one or several additions'.

Principle DG50 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 proposed single storey front extensions are modest in size and scale. The single storey side extension whilst a fair size, but is not overdevelopment of the site, is a set back and a subservient addition using matching materials.

DG52 of the Mid Sussex Design Guide SPD relates specifically to roof extensions.

Whilst the flat roofed dormer is contrary to the Mid Sussex Design Guide SPD, the form of addition is evident in other southern side elevations within the locality, specifically similar flat roofed dormers including that at No.7 which was approved under DM/23/0815 and No.6 which was approved under DM/25/1083, in which the officers report stated:

"It is considered that the application site is viewed within the context of a cluster containing five dwellings set to the eastern side of the cul-de-sac. There are two dwellings to the north at No.7 and 8 which have previously been extended at loft level through the development of side dormers and have been extended in varying forms previously.

Whilst the side dormer is not considered to be entirely subservient towards the existing roof slope, it is considered that this would not appear overly incongruous given the sites context. The proposed development in this regard is considered to mirror the appearance of Nos 7 and 8. Accordingly, the proposed dormer is considered to result in an acceptable appearance."

Therefore, whilst contrary to the Mid Sussex Design Guide SPD, the dormer is in character with the streetscene which is characterised by similar dormers.

Therefore, the proposed enlargements are deemed in character with the existing dwelling and wider streetscene. Therefore, the proposal is to comply with DP26 of the Mid Sussex District Plan, CNP1.1 of the Copthorne Neighbourhood Plan, DP3 of the NPPF and the relevant principles of the Mid Sussex Design Guide SPD.

Impact on residential amenity

In assessing the potential impact of the proposed development works upon the neighbouring amenities consideration needs to be given to District Plan Policy DP26. Policy CNP1.2 of the Neighbourhood Plan has a similar ethos.

However, policy DP26 and the neighbourhood Plan policy are considered to have very limited weight as it is materially inconsistent with the NPPF, and greater weight should be given to policies L2 and P3 of the NPPF.

Policy L2 of the NPPF in part states:

'Maintain safe access and egress for occupiers and users, and acceptable living standards for residents and neighbours in terms of access to daylight, sunlight, privacy and external amenity space'

Policy P3 of the NPPF states in part that:

'Not give rise to, or contribute to, an unacceptable level of access to daylight and sunlight for neighbouring residents and occupiers, or unacceptable levels of air, noise, artificial light, water, soil or other forms of pollution on or beyond the site. Adverse impacts of this nature should be avoided where

possible, or else mitigated to an acceptable degree. Where possible, opportunities should be taken to reduce pollution affecting the wider area (such as through traffic and travel management or improved external lighting).'

The proposed dormer and front and side extensions will not cause any impact to light and the impact on overlooking/loss of privacy will primarily be from the proposed dormer. However, this would be no more than expected within the built-up area.

The proposed rooflights to the side elevation may be harmed in terms of overlooking from the side dormer at No.6, it is noted that the rooflights in themselves could be installed under permitted development. In terms of views from the rooflights, the openings are considered to be located at a high level along the roofslope and therefore would be more likely used to serve light rather than offer outlook. As such, it is not considered that these would result in an unacceptable overlooking impact.

Therefore, the proposal is deemed to comply with DP26 of the Mid Sussex District Plan, CNP1.2 of the Copthorne Neighbourhood Plan, policy L2 and P3 of the NPPF and the relevant principles of the Mid Sussex Design Guide SPD.

Parking Standards

As is proposed, the parking standards should be assessed. The dwelling will become a 4-bedroom dwelling.

Policy DP21 of the District Plan seeks to ensure that schemes are sustainably located to minimise the need for travel, and protect the safety of road users and pedestrians, and seeks to provide adequate parking in relation to development proposals. Policy DP21 is considered to have very limited weight as is neighbourhood plan policy CNP15 as it is materially inconsistent with the NPPF, and greater weight should be given to policies TR3 and TR4 of the NPPF.

Policy TR3 of the NPPF in part states:

'Opportunities should be taken to utilise existing or proposed transport infrastructure'

Policy TR4 of the NPPF in part states:

'Provide a suitable number of parking spaces for a range of transport modes where appropriate, reflecting the location and nature of the development (including its connectivity), any locally-set standards in the development plan, and including adequate provision of spaces and infrastructure that allow for the charging of electric vehicles in safe, accessible and convenient locations'.

The garage is to be partially converted, and the number of bedrooms is to be increased from 3 to 4

WSCC Guidance on Parking at New Developments states that in this location, for a 4-bedroom dwelling, that 2.7 parking spaces should be provided. Policy CNP15 of the Copthorne Neighbourhood Plan requires developments to provide sufficient car parking spaces to meet the provisions of the latest West Sussex County Council parking guidance.

The site can accommodate off road parking space for 1 car to park within the driveway. It is noted that the existing integral garage is not of a size up to West Sussex Parking Standards i.e less than 6m in depth and 3m in width. There are no on road parking restrictions nearby along Knowle Drive with alternative forms of transportation (buses) available within walking distance. It is therefore considered that the application would not be refusable on the shortfall in off road parking spaces

It is therefore deemed that the application will accord with NPPF policies TR3 and TR4 and District Plan Policy DP21.

Trees

Policy DP37 of the Mid Sussex District Plan relates to the impact on trees and woodland. However, this policy is considered to have very limited weight as they are materially inconsistent with the NPPF, and greater weight should be given to policies N2 and N3 of the NPPF.

N2 of the NPPF in part states:

'To contribute positively to the natural environment, and support nature's recovery, development proposals should:

Conserve and enhance existing natural features of visual, historic or nature conservation value (such as established trees and hedgerows) where possible; and use appropriate landscaping to help create a well-designed place and integrate the development into its surroundings'

N3 of the NPPF in part states:

'In recognition of the benefits which trees can provide for biodiversity, climate change mitigation and adaptation, and the character and quality of the built environment, development proposals should:

Make provision for the long-term maintenance of both existing and newly-planted trees which form part of the development'.

The tree officer has found the tree report and protection measures acceptable and the planning officer has no reason to disagree. Therefore the proposal is deemed to comply with DP37 of the Mid Sussex District Plan and N2 of N3 of NPPF subject to condition.

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

The proposed development is deemed acceptable in terms of design, form and scale to the existing dwellinghouse and surrounding properties and should not have a harmful impact upon the character of the area. Nor is the proposal considered to have an unacceptable impact upon neighbouring amenities. It is within a sustainable location in terms of transportation and should not cause trees.

The proposal therefore accords with policies DP21, DP26 and DP37 of the Mid Sussex District Plan and policies CNP1 and CNP12 of the Copthorne Neighbourhood Plan, the relevant principles of the Mid Sussex Design Guide SPD and the relevant policies of the NPPF.

Decision: Permission

Case Officer: Andrew Horrell