

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/3032	Case Officer:	Anna Tidey
Application Type:	Householder Application		
Proposal:	Proposed garage conversion		
Site:	4 Wallis Way, Burgess Hill, West Sussex, RH15 8UJ, , , ,		
Validation Date	21 Jan 2026	Overall Expiry Date:	26 Jan 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	24 Feb 2026
Target Date:	18 Mar 2026	Recommending Officer Signature:	<i>Anna Tidey</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	<i>Stephen Ashdown</i>	Date:	26 Feb 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/3032

**4 Wallis Way, Burgess Hill, West Sussex, RH15 8UJ, , ,
Proposed garage conversion
Mr And Mrs Penfold**

SUMMARY OF REPRESENTATIONS

None received.

SUMMARY OF CONSULTEES

None.

PARISH COUNCIL OBSERVATIONS

Burgess Hill Town Council: Recommend Approval while regretting the loss of a garage.

INTRODUCTION

This application seeks planning permission to convert an integral garage at No 4 Wallis Way in Burgess Hill.

RELEVANT PLANNING HISTORY

BH/130/95. Construction of 36 no 2 and 3 bed terraced and semi-terraced houses. Approved September 1995.

BH/213/94. Residential: consisting of 84 houses, with associated garages and parking. Approved December 1994.

BH/071/94. Construction of 425 houses and associated infrastructure, together with public play areas. Approved August 1994.

BH/157/92. Outline application for the construction of 435 dwellings of which 50 dwellings are to be for low cost social housing, together with public play areas. the reservation of a site for a proposed leisure centre. the reservation of a site for a proposed secondary school. the reservation of a site for a doctor's surgery. the construction of part of the western distribution road. Approved August 1994.

SITE AND SURROUNDINGS

No 4 Wallis Way is a 3 bed semi detached house located off a shared access drive off Wallis Way to the west of Sussex Way.

The property is located in the Red Zone for Great Crested Newts and is sited within the Built up Area boundary of Burgess Hill.

APPLICATION DETAILS

This application seeks planning permission for the conversion of the existing integral single garage located on the northern side elevation of the house into additional living accommodation.

External changes include the removal of the existing garage door, its replacement with a 1.5m wide white UPVC casement window and bricking up the remainder of the opening with a multi brick to match the existing bricks on the front elevation. The proposed plans also show the insertion of a new rear facing window, sited next to the existing rear access door, and a stepped access adjacent to the existing conservatory.

Internally the garage space is to be converted into a new kitchen, with an internal access door formed through the side wall of the house into the lounge. The existing smaller front room, which accommodates the existing kitchen space, is to be altered into a new study.

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, the Burgess Hill Neighbourhood Plan and Site Allocations DPD.

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
DP38 Biodiversity

Site Allocations Development Plan Document

The SADPD was adopted on 29th June 2022. It allocates sufficient housing and employment land to meet identified needs to 2031.

There are no policies deemed relevant to this application.

Neighbourhood Plan

Burgess Hill Neighbourhood Plan -made January 2016.

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 the stage 1 hearings were concluded on the 31st October 2024. There are unresolved objections to some of the Policies in the draft District Plan and as such, 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
DPS6 Health and Wellbeing
DPB1 Character and Design
DPT4 Parking and EV 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

It is considered that the main issues that need to be considered in the determination of this application are as follows:

- Design and Impact upon the street scene
- Impact on residential amenities
- Parking
- Biodiversity
- Biodiversity Net Gain

Design and Impact upon the street scene

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 as well as addressing the character and scale of the surrounding buildings and landscape.

The Council's adopted Design Guide is a material consideration in the determination of the application. Chapter 9 of the Design Guide relates to household extensions. Design Principle DG49 states that extensions should respond to the design of the original dwelling and applicant will be expected to demonstrate how local character has informed the design proposal.

The proposed garage conversion will enlarge the living space in the dwelling and has been designed to reflect the appearance of the host building. There is a precedent for a similar garage conversion, visible in public vantage points in the street, at the adjoining house at No 3 Wallis Way. The proposed garage conversion is not considered to detract from the character of the area or the overall street scene.

Consequently the design and appearance of the proposed works are considered to accord with Policy DP26 of the Mid Sussex District Plan and with the relevant Design Guide principle.

Impact on residential amenities

Policy DP26 of the District Plan requires developments to demonstrate that it does not cause significant harm to amenities of existing nearby residents (or future occupiers), taking into account matters such as impact on light, privacy and outlook.

In addition Principle DG45 in the Design Guide refers to the need to consider privacy of existing and future residents and it is noted that privacy may be affected by the relationship of buildings to each other.

The nearest neighbouring house is No 5 Wallis Way, which is of a similar design to No 4. There is one first floor side window in the southern wall of No 5 which faces over the roofline of the garage at No 4.

The proposal will not result in a significant harm to the amenities of the neighbouring occupiers and accords with the requirements of Policy DP26 of the District Plan and the relevant principles of the Design Guide.

Parking

The existing garage and frontage parking areas serving No 4 Wallis Way can currently accommodate 3 parked cars. The proposed plans show the two external spaces will be retained, following the garage conversion.

District Plan Policy DP21 and Neighbourhood Plan Policy S4 are relevant in the determination of this application.

District Plan Policy DP21 seeks adequate parking for new developments, taking into account the accessibility of the development and availability of public transport.

Policy S4 of the Burgess Hill Neighbourhood Plan states that permission will not be given for the conversion of garage space to habitable rooms/ residential use unless there is adequate space to park cars off street in line with the parking standards.

West Sussex County Council Guidance on Parking, sets out the maximum parking standards for residential houses. For a 3 bed property in the Dunstall Ward in Burgess Hill 1.7 spaces should be provided.

The two available parking spaces to the front of the extended dwelling will accord with the WSCC parking standard requirements for a 3 bed house in this part of Burgess Hill. The proposal accords with the aims of District Plan Policy DP21 and Burgess Hill Neighbourhood Plan Policy S4.

Biodiversity

The site falls within the Red Impact Risk Zone for Great Crested Newts.

The relevant District Plan Policy with regards to biodiversity and its protection is DP38, which seeks to protect and enhance biodiversity, whilst allowing new development to occur.

As the proposed conversion works affect the existing building structure the Newt Officer has not been consulted on this application. An Informatative is recommended to make the applicant aware of the siting of the house in the Red Impact Risk Zone for Great Crested Newts to accord with the aims of District Plan Policy DP38.

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

The proposed garage conversion and the related external changes to the house at No 4 Wallis Way will reflect the design of the original property and will not adversely affect the character and appearance of the street scene. It is considered that the proposed garage conversion works will not cause significant harm to the neighbouring amenities. The proposal therefore accords with the aims of District Plan Policy DP26 and the relevant principles of the Design Guide.

The two available parking spaces to the front of the extended dwelling will accord with the WSCC parking standard requirements for a 3 bed house in this part of Burgess Hill. The proposal accords with the aims of District Plan Policy DP21 and Burgess Hill Neighbourhood Plan Policy S4.

Consequently this application is recommended for approval.

Decision: Permission

Case Officer: Anna Tidey