

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/2863	Case Officer:	Peter Davies
Application Type:	Householder Application		
Proposal:	Garage Conversion into habitable room, new roof to garage, side and rear elevation fenestration alterations, first floor rear dormer extension		
Site:	44 Tiltwood Drive, Crawley Down, Crawley, West Sussex, RH10 4DN, , ,		
Validation Date	11 Nov 2025	Overall Expiry Date:	2 Dec 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	5 Jan 2026
Target Date:	6 Jan 2026	Recommending Officer Signature:	Peter Davies

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Steven King	Date:	6 Jan 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/2863

**44 Tiltwood Drive, Crawley Down, Crawley, West Sussex, RH10 4DN, ,
Garage Conversion into habitable room, new roof to garage, side and rear elevation fenestration
alterations, first floor rear dormer extension
Mr And Mrs Turrell**

REPRESENTATION RECEIVED

None received.

PARISH COUNCIL OBSERVATIONS

Defer to officer.

INTRODUCTION

The application seeks planning permission for a garage conversion with new garage roof, rear dormer extension and side and rear fenestration changes.

RELEVANT PLANNING HISTORY

No relevant history.

SITE AND SURROUNDINGS

The application property is a detached chalet bungalow located on the west side of Tiltwood Drive, within the built-up area boundary of Crawley Down.

The application property has a pitched roof with flat roof front and rear dormers. The dwelling is constructed from brick with white uPVC cladding, interlocking roof tiles and white uPVC fenestration. The dwelling is set back from the highway with an attached garage to the front and off-street parking for 2 cars. The application property sits in a row of chalet bungalows of similar form and design with others having previously been extended, the wider locality is characterised by two storey brick dwellings of varying scale and design.

APPLICATION DETAILS

The application seeks planning permission for a garage conversion to create a study with the flat roof to be raised by 0.40 metres to have a height of 2.60 metres. The garage door is to be bricked up and to include a window.

The rear dormer is to be extended by 2.5 metres to have an overall width of 8.30 metres. The dormer has a flat roof with a height of 1.95 metres and a depth of 1.65 metres.

The rear sliding doors and window are to be replaced with bi fold doors with a width of 3.95 metres. and a window on the south side elevation is to be replaced with a door.

All materials will match 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 Crawley Down 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.

Crawley Down Neighbourhood Plan (made January 2016)

Relevant policies:

CDNP04.1 - Building Extensions

CDNP04.3 - Loss of existing car parking

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 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:

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.

Paragraphs 8, 11, 131 and 135 are considered to be relevant.

National Planning Policy Guidance

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.'*

Policy CDNP04.1 states that:

"Building extensions will be permitted provided they are in accordance with the Neighbourhood Plan and meet the following criteria:

- a) The scale, height, and form of the extension should be subservient to the existing building, and should be in character with the street scene. Where appropriate, special regard should be had to sustaining and enhancing the setting and features of heritage assets and the Areas of Townscape Character.*
- b) The traditional boundary treatment of an area is retained and where feasible reinforced.*
- c) Suitable access and on-site parking is provided without detriment to neighbouring properties.*
- d) Amenities such as access, noise, privacy, daylight, sunlight and outlook of adjoining residents are safeguarded.*
- e) Gaps which provide views out of the village to surrounding countryside are maintained.*
- f) Materials are compatible with materials of existing/surrounding buildings."*

Principle DG49 of the Mid Sussex Design Guide states:

'Extensions should typically use simple, uncomplicated building forms to compliment and coordinate with the scale, form and massing of the original dwelling. The design approach may benefit from coordinating with the existing pattern of window and door openings as well as employing facing materials to match those of the existing dwelling. Otherwise it should demonstrate the appropriateness of the alternative approach.'

Principle DG52 relates to roof extensions and in part states:

'The roof pitch and form are intrinsic to a building's character and roof extensions should be sensitive to this. Roof extensions and dormer windows that alter the existing ridge of the roof or significantly alter the roof profile of a building will not normally be acceptable, particularly on the front roof slope, and where there is a strong established roofline.'

The proposed garage conversion is to be bricked up using materials to match the existing dwelling with the roof to be raised by a modest amount.

The rear dormer to be extended would create a large box dormer, however it would be similar in appearance to the existing front dormer. The dwelling has an existing rear box dormer and with other dwellings along the row having similar dormers, it would therefore be considered acceptable to the character of the area. The dormer extension will be constructed from materials to match the existing dwelling.

The proposal is therefore considered to comply with policy DP26 of the District Plan and CDNP04.1 of the Crawley Down Neighbourhood Plan.

Impact on neighbouring properties

Policy DP26 of the Mid Sussex District Plan 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);'*

Policy CDP04.1 states that proposals should "safeguard" adjoining neighbours amenity whereas policy DP26 of the MSDP states that development should 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. There is therefore some conflict between the District Plan and Neighbourhood Plan in this respect. Under section 38(5) of the Planning and Compulsory Purchase Act 2004 if a policy contained in a development plan for an area conflicts with another policy in the development plan, the conflict must be resolved in favour of the policy which is contained in the last document to be adopted, approved or published. As such, policy DP26 of the MSDP is considered to take precedence and therefore the test in this instance is whether the development causes significant harm to neighbouring amenities as outlined above.

The proposed garage conversion would face onto the street scene and therefore will not create additional harm to neighbouring properties. The raised roof height is modest and adjoins the neighbouring no. 46 Tiltwood Drive driveway and will not result in significant harm in terms of loss of light.

The proposed extension to the dormer is at first floor level facing into the application property and is therefore not considered to result in significant harm to no. 42 Tiltwood Drive amenity areas.

The proposed fenestration changes to the rear and side at ground floor level are existing openings being altered and will not result in significant harm to neighbour amenities.

Therefore, in terms of neighbouring amenities, the proposal is deemed to not cause significant harm and therefore complies with policy DP26 of the Mid Sussex District Plan and CDNP04.1 of the Crawley Down Neighbourhood Plan.

Impact on Parking Provision

Policy DP21 in part states:

'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;'

West Sussex County Council September 2020 Parking Standards Guidance, outlines that for a 3 bedroom dwelling in parking behaviour zone two, 2.1 spaces should be provided. The proposed dormer extension will create an additional room and a 4 bedroom dwelling requires 2.7 spaces. The dwelling has space for 2 cars on the driveway and a space in the garage.

Policy CDNP04.3 of the Crawley Down Neighbourhood Plan relates to the loss of existing car parking and states that:

'Subject to the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any order revoking and re-enacting that Order with or without modification) developments within the defined village boundary which propose to remove recognised off-road parking spaces on a site will only be permitted where alternative provision is made which increases or maintains the number of accessible parking spaces available on or within the immediate vicinity of the site.'

In cases where planning permission is necessary for alterations and extensions to properties support 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 in appendix 1.

Appendix 1 states that a 4 bedroom dwelling should have 2 designated spaces and 1 undesignated space.

The proposed works would result in the loss of the parking space in the garage, retaining the parking on the driveway. Additionally, there are no on street parking restrictions and there are bus stops located within walking distance. Whilst the remaining parking will not meet the WSCC parking guidance, the proposal will not result in a highway safety issue from displacement car parking and is therefore not a reason for refusal.

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

In conclusion, the proposal is considered to be appropriate in terms of design, size and scale to the dwellinghouse and locality, would not cause significant harm the amenities of neighbouring properties. Therefore, the proposal complies with Mid Sussex District Plan policies DP21 and DP26 and policy CDNP04.1 of the Crawley Down Neighbourhood Plan and with the relevant provisions of the NPPF. Whilst the proposal does not accord with policy and CDNP04.3 of the Crawley Down Neighbourhood Plan because of the loss of the garage space, for the reasons outlined above, this would not result in a highway safety issue that would justify withholding planning permission. Overall it is considered that the proposal complies with the development plan when read as a whole and the application and is considered acceptable.

Decision: Permission

Case Officer: Peter Davies