

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/2753	Case Officer:	Jessica Szollosi
Application Type:	Householder Application		
Proposal:	Planning application for the conversion of an existing garage into habitable accommodation and alterations to the front elevation fenestration and the side elevation to include a door		
Site:	67 Tiltwood Drive, Crawley Down, Crawley, West Sussex, RH10 4BA, , ,		
Validation Date	31 Oct 2025	Overall Expiry Date:	8 Dec 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	16 Dec 2025
Target Date:	26 Dec 2025	Recommending Officer Signature:	<i>Jessica Szollosi</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	1
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Signed and Agreed By:	<i>Steven King</i>	Date:	16 Dec 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/2753

**67 Tiltwood Drive, Crawley Down, Crawley, West Sussex, RH10 4BA, ,
Planning application for the conversion of an existing garage into habitable accommodation and alterations to the front elevation fenestration and the side elevation to include a door
Mr Andrew Goodwin**

SUMMARY OF REPRESENTATIONS

One representation received from 69 Tiltwood Drive expressed concern regarding the loss of privacy and referred to potential design alterations. They also noted a measurement discrepancy of 2.5cm, however, this would fall within building tolerance. They noted that the door would not be obscured, however, the plans make reference to frosted glass in the door on the west elevation to ensure privacy and this door is set behind an existing side gate.

SUMMARY OF CONSULTEES

None.

PARISH COUNCIL OBSERVATIONS

The Worth parish Council responded, deferring the decision to the Planning Officer.

INTRODUCTION

The application seeks planning permission for the conversion of a garage into habitable accommodation and alterations to the front and side elevation fenestration.

RELEVANT PLANNING HISTORY

WP/162/76 - Erection of 55 2-storey semi-detached and terrace houses - Permitted.

SITE AND SURROUNDINGS

The application property is a north facing detached two-storey dwelling located within the built-up area of Crawley Down on Tiltwood Drive. The property has a part-integrated single garage to the north west corner of the dwelling which is brick constructed with a tile-hung section on the front elevation, white uPVC windows and a tile roof.

The application site is in a housing development within the built-up area of Crawley Down. Neighbouring properties are located to the west and east of the application site, with a road to the south of the site called Spinney Close. Spinney Close is a cul-de-sac with a parking provision at the end of the close and a public footpath that leads into Tiltwood Drive. North of the site is Ash close, located perpendicular to Tiltwood Drive with neighbouring properties on the north west and north east of Ash Close.

APPLICATION DETAILS

Planning permission is sought to convert the existing garage and to use it as a family room and utility room. The proposal seeks to replace the existing garage door by building up the wall with the same bricks as the existing dwelling and installing a white uPVC window on the front elevation and inserting a door with frosted glass on the west elevation behind the existing side gate. The proposed materials used will be similar to those in the existing dwelling to ensure design consistency and prevent significant harm to the street scape.

Planning permission for the garage conversion is required due to the change of use from garage to habitable space and the alterations to the fenestration on the principle and west elevation of the property.

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 it 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 Development Plan Document

The Site Allocations DPD 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

The Crawley Down Neighbourhood Plan was drafted in 2016.

Relevant policies:

CDNP04.3 - Loss of existing car parking

Appendix 1 - Parking Standards

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.

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 Policy

The National Planning Policy Framework (NPPF) 2024 is also a material consideration and paragraphs 8, 11, 131 and 135 are considered to be relevant to this application.

ASSESSMENT

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

Parking Provision
Design and Character
Impact on Neighbouring Properties
Biodiversity Net Gain

Parking Provision

Development will be required to support the objectives of the West Sussex Transport Plan 2011- 2026.

Policy DP21 of the Mid Sussex District Plan states in part:

'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'.

Policy CDPN04.3 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 of the Crawley Down Neighbourhood Plan states that three and four bed owned houses should have two designated parking spaces.

West Sussex County Council Parking Standards Guidance (2020), together with Appendix 1 of the Crawley Down Neighbourhood Plan, outlines the County Council's approach to parking at new developments to ensure that sufficient parking is provided to meet the needs of the development while maintaining highway network operations, protecting surrounding communities and pursuing opportunities to encourage use of sustainable modes of transport. West Sussex County Council Parking Standards Guidance (2020) and Appendix 1 of the Crawley Down Neighbourhood Plan outlines that for a three bedroom dwelling in this location, two parking spaces should be provided.

It is noted that the proposal would result in the loss of one parking space associated with the dwelling, however, there is an external parking space in front of the garage to accommodate one car, which would remain. In addition, there are no restrictions on the surrounding roads that would prevent on road parking and there are also parking spaces to the rear of the property on Spinney Close, which has a footpath leading to Tiltwood Drive and easily accessible to the dwelling.

The proposal would not result in the creation of any new bedrooms, which would increase parking demand. It is therefore considered that, in this instance, the proposal would be acceptable in terms of highways impact.

The proposal is deemed to comply with policy DP21 of the Mid Sussex District Plan as the proposal would not result in any highway safety issues.

Design and Character

The Mid Sussex Design Guide seeks high quality design from all proposed development.

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'.

The application site is situated within an existing housing development and the houses are all built to a similar design and remain relatively unaltered. In terms of design, it is considered that the proposed window to the front of the property and the door on the west elevation are consistent with the character of the existing dwelling and would not be considered significantly harmful to the street scape. The proposed materials are similar to the existing materials used in order to ensure the alteration is keeping with the design and character of the house and street scape.

The works would not have a harmful impact on the character of the area, or the dwelling and therefore the proposal is considered to comply with policy DP26 of the Mid Sussex District Plan.

Impact on Neighbouring Properties

In terms of impact on neighbouring amenities, Policy DP26 of the District Plan states proposals 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'*.

No changes to the form or height of the building have been proposed and as such, no loss of light would therefore arise from the proposal. The development would not be considered to cause any significant overlooking and privacy concerns as the proposed front window looks out towards Tiltwood Drive and the proposed door on the west elevation is set behind an existing side gate and has frosted glass. Given the domestic nature of the proposed development, it is considered that there would not be any significant harm in terms of noise, air or light pollution.

Given the above, the proposed development would not cause significant harm to the surrounding properties and thereby complies with policy DP26 of the District Plan.

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

The third party representation received makes reference to a commercial use of the accommodation, however, this does not form part of the application and the accommodation is solely to be used in connection with the dwellinghouse and purposes ancillary to it. This is therefore not a matter which can be taken into account in the determination of the application. Reference is also made to a new fence. Again this does not form part of the application and noting that the development is considered to comply with policy DP26 relating to neighbour amenity, no additional screening is considered necessary.

PLANNING BALANCE AND CONCLUSION

In conclusion, the proposal is appropriate in terms of design and will not negatively impact on the host dwelling nor its immediate setting and will not harm neighbouring amenities and therefore accords with policy DP26 of the Mid Sussex District Plan. Whilst the proposal will result in a loss of parking, there are no parking restrictions on the road and there is parking to the rear of the property on Spinney Close, accessed by a public footpath and therefore the proposal is not considered to result in a highway safety issue, thereby complying with policy DP21 of the Mid Sussex District Plan. In conclusion, the proposed development is therefore considered acceptable.

Decision: Permission

Case Officer: Jessica Szollosi