

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/0065	Case Officer:	Peter Davies
Application Type:	Householder Application		
Proposal:	Proposed two storey rear extension.		
Site:	2 Folders Close, Burgess Hill, West Sussex, RH15 0TA, , , ,		
Validation Date	13 Jan 2026	Overall Expiry Date:	16 Mar 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	18 Mar 2026
Target Date:	10 Mar 2026	Recommending Officer Signature:	Peter Davies

Date Legal Agreement Completed: (if applicable)		No of Representations:	1
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Signed and Agreed By:	Steven King	Date:	18 Mar 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/0065

**2 Folders Close, Burgess Hill, West Sussex, RH15 0TA, , ,
Proposed two storey rear extension.
Mr A Adams**

REPRESENTATION RECEIVED

One letter of representation was received neither supporting or objection to the proposal querying how to access the plans.

TOWN COUNCIL OBSERVATIONS

This application was previously discussed on 27th January.
The Committee of 27th January and 9th March would Recommend Approval.

INTRODUCTION

The application seeks planning permission for a two-storey rear extension along with internal changes and garage conversion.

RELEVANT PLANNING HISTORY

BH/235/84 - Erection of 9 dwellings with garages served from new cul-de-sac following demolition of 69 folders lane. Permission.

BH/183/85 - Approval of reserved matters - new estate road and erection of five units being phase 1 of development of nine dwellings. Permission.

SITE AND SURROUNDINGS

The application property is a detached two storey dwelling located on the south side of the cul-de-sac Folders Close, within the built-up area boundary of Burgess Hill.

The application property has a pitched roof with gable front end, pitched roof dormers on the front and sides and a half hipped rear. The dwelling is constructed from brick with hanging tile at first floor level, clay roof tiles and white uPVC fenestration. The dwelling is set back from the highway with off street parking. The locality is characterised by detached brick and hanging tile dwellings of a similar scale with varying design.

APPLICATION DETAILS

The application seeks planning permission for a two-storey rear extension along with internal changes and garage conversion. The proposed rear extension will be the full width of the house, approximately 10.0 metres and have a depth of 4.05 metres. The extension will have a ridge height 6.80 metres to match the existing ridgeline with a catslide roof and dormer on the west side. The extension will have a flat roof section set approximately 0.45 metres below the ridgeline. The eaves height will match the existing eaves height as 3.0 metres on the west side and 4.0 metres on the east side. A rooflight is proposed on the east side to serve a dressing room. The rear elevation of the extension will have bifold doors and a set of windows at ground floor level and at first floor a set of windows to serve bedroom 1 and window to serve an ensuite bathroom.

The dormer on the west side roof will have a width and depth of approximately 3.0 metres and 3.3 metres. The dormer will have a pitched roof and have an eaves height of approximately 2.20 metres and an overall height of 3.70 metres. The dormer will serve bedroom 3.

The garage is to be converted to be part of the kitchen, creating a utility room and the front 1.40 metres is to be used as storage accessed by the garage door which is to remain. A door on the east side is to be relocated to serve the utility room.

The materials will be brick, hanging tile, clay tiles and white uPVC windows to match the existing dwelling.

Amended plans were received to reduce the size and bulk of the extension.

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 (made January 2016)

No relevant policies

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 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:

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.

National Planning Policy Framework (NPPF) (December 2024)

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
- Other Matters
- 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.'*

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 DG51 of the Mid Sussex Design Guide states: '*Rear extensions which are not visible from the street and do not negatively impact on neighbouring properties can be expressed in many forms, including by adopting a contemporary architectural approach. With reference to DG49, they should nevertheless have consideration for the character of the existing building and the relationship of the extension with the side boundaries and adjacent buildings and gardens.'*

Principle DG52 of the Mid Sussex Design Guide states: '*A loft conversion is a space efficient means of extending the amount of living accommodation in a dwelling. Roof accommodation is normally reliant on dormer windows and rooflights to provide light and ventilation. However, if they are out of scale or out of character with the roofscape and proportions of a dwelling they can have an adverse impact on the character of both the dwelling and the streetscape.*

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. Where a clear rhythm of fenestration is established, the position and proportion of dormer windows should respond to existing windows and / or doors.'

The proposed rear extension would be large in scale, however of an acceptable design and form. The extension would be visible from the highway from the access to the cul-de-sac, however it would respond appropriately to the character of the existing building and has a varying roof form appropriate to the existing roof form. The extension would be constructed from materials to match the existing dwelling.

The proposed dormer would be located on the west side catslide roof and would be of a similar design to the existing dormer located on the same roof slope. Due to the positioning of the proposed dormer, there would be limited views from the street scene with the existing dormer positioned between the street scene and the proposed. The dormer would not dominate the roof slope or be out of proportion with the existing roof.

The proposed garage conversion would not result in any visible changes from the street scene with a door to be moved along the side and would be similar in appearance to the existing.

The proposals are therefore considered acceptable in terms of design, form and scale and comply with policy DP26 of the Mid Sussex District Plan and the Mid Sussex Design Guide SPD.

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);'*

The proposed extension, whilst two storeys, has a pitched roof with lower eaves on both sides with the adjoining neighbours of no. 1 and 10 Folders Close. The extension would be 1.0 metre from the shared boundaries on both sides. The gardens of the properties are south facing and therefore the proposed two storey extension will not cause significant harm in terms of loss of light. The extension will have a rooflight on the east side serving a dressing room facing directly into the rear garden of no.1. To avoid significant harm to neighbour amenity in terms of overlooking, this window can be conditioned to be obscure glazed and non-opening.

The dormer will be located on the west side facing no. 10 and serve bedroom 3. The dormer will face onto the side roof slope of no. 10 which has also been extended with a single storey rear extension with crown roof. The proposed dormer would therefore not cause significant harm in terms of overlooking neighbour amenity areas.

The proposed garage conversion would result in no external alterations except for a door to be relocated along the side elevation facing no. 1. The shared boundary is marked by close board fencing and would therefore not cause significant harm to neighbour amenities.

The proposal is therefore, considered to comply with the above-mentioned part of Policy DP26 of the Mid Sussex District 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;'

The dwelling will increase from a 3 bedroom to a 4 bedroom dwelling and has space for at least 2 cars on the driveway and a space in the garage. West Sussex County Council September 2020 Parking Standards Guidance, outlines that for a 4 bed dwelling in parking behaviour zone 4, 2.2 spaces should be provided.

The dwelling would lose the space in the garage with the spaces on the driveway to be retained. In addition, there are no parking restrictions within Folders Close that would prevent on road parking.

There are also no planning restrictions for converting the garage and therefore the conversion of the garage could be carried out as permitted development. It is therefore considered that, in this instance, the proposal would be acceptable in terms of parking provision.

Therefore, the proposal is deemed to comply with policy DP21 of the Mid Sussex District Plan and the WSCC Parking Standards Guidance.

Other Matters

One letter of representation was received querying how to access the proposed plans. A copy of the plans and a link to the Council website were sent in response with no further comments received.

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 acceptable in terms of design, scale and form to the dwellinghouse and locality, would not cause significant harm to the amenities of neighbouring properties. Therefore, the proposal complies with Mid Sussex District Plan policies DP21 and DP26 and with the relevant provisions of the NPPF. The application therefore accords with the Development Plan and is considered acceptable.

Decision: Permission

Case Officer: Peter Davies