

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/0350	Case Officer:	Catherine Cardin
Application Type:	Householder Application		
Proposal:	Conversion of existing integral garage to habitable room with installation of a rear-facing window.		
Site:	5 Mayhouse Road, Burgess Hill, West Sussex, RH15 9RF, , ,		
Validation Date	10 Feb 2026	Overall Expiry Date:	9 Mar 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	27 Mar 2026
Target Date:	7 Apr 2026	Recommending Officer Signature:	<i>Catherine Cardin</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	<i>Stephen Ashdown</i>	Date:	27 Mar 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/0350

**5 Mayhouse Road, Burgess Hill, West Sussex, RH15 9RF, , ,
Conversion of existing integral garage to habitable room with installation of a rear-facing window.**

Richard Hurt

SUMMARY OF REPRESENTATIONS

There were no letters of representation received in response to the proposed development.

SUMMARY OF CONSULTEES

None received.

TOWN COUNCIL OBSERVATIONS

The Committee of 9th March would Recommend Approval, whilst regretting the loss of a garage.

INTRODUCTION

The application seeks planning permission for garage conversion and installation of rear facing window.

RELEVANT PLANNING HISTORY

DM/25/3013- Proposed conversion of the existing garage into habitable accommodation, together with the installation of a new window. Withdrawn.

SITE AND SURROUNDINGS

5 Mayhouse Road is a semi-detached two-storey dwelling. The property is characterised by red brick, brown fenestration and a pantile roof. The property benefits from an area of off-street parking to the front of the property to accommodate one car and has an attached garage.

The property lies within the built-up area boundary of Burgess Hill. Neighbouring properties are located to the east, west and north. Highway is located to the south.

APPLICATION DETAILS

Planning permission is sought for a garage conversion. It is proposed to retain the existing garage door and to install a window on the rear elevation. The proposed window would match the existing.

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 - Design and Character

Site Allocations DPD

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

Relevant policies:

No relevant policies

Neighbourhood Plan

Burgess Hill Neighbourhood Plan was made in 2016.

There are no relevant policies.

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 hearings were concluded on the 19th March 2026. 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

DPB1: Design and Character

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)

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
- Neighbouring Amenities
- Parking Arrangements
- Biodiversity Net Gain

Design and Character

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 while being sensitive to the countryside as well as addressing the character and scale of the surrounding buildings and landscape. In part the policy requires proposals to be of a high-quality design and layout and includes appropriate landscaping and greenspace; and creates a sense of place while addressing the character and scale of the surrounding buildings and landscape.

The submitted plans indicate the existing garage door on the front (southern) elevation would be retained, while a window would be installed on the rear (northern) elevation. As the front elevation would remain unchanged and alteration is confined to the rear, the proposal would not adversely affect the street scene.

The proposed small rear window is a modest addition that sits comfortably within the proportions and character of the existing elevation. Due to its limited size and unobtrusive position, it would not materially alter the appearance of the dwelling and is considered acceptable in design terms.

The proposal is therefore considered to comply with Policy DP26 of the District Plan, the relevant principles of the Mid Sussex Design Guide SPD.

Neighbouring Amenities

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'*.

The proposed rear window would be positioned some 9.2 metres from the shared boundary. Given its modest scale and the presence of existing boundary treatments, it is not considered that the proposal would result in any significant overlooking or loss of privacy.

Due to the residential nature of the proposed development there would not be any significant harm regarding noise, air or light pollution.

It is therefore considered that the proposal would not cause harm to the amenities of neighbouring properties. The proposal is therefore deemed to accord with the above part of policy DP26 of the District Plan.

Parking Arrangements

Policy DP21 of the District Plan states that to meet the objectives of the West Sussex Transport Plan 2011- 2026, decisions on development proposals will take account of whether: *'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;*

It is noted that the proposal would result in the loss of one parking space associated with the dwelling. West Sussex County Council Parking Standards Guidance (2020) 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. The property currently has three bedrooms. West Sussex County Council Parking Standards Guidance (2020) outlines that for a 3-bedroom dwelling in this location that 2 parking spaces should be provided. 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 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.

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

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 proposal is considered to be acceptable in terms of design, size and scale to the dwellinghouse and locality, and would not cause harm to the amenities of neighbouring properties.

In conclusion, the proposal would accord with the requirements of policies DP21 and DP26 of the Mid Sussex District Plan. It is therefore considered acceptable.

Decision: Permission

Case Officer: Catherine Cardin