

## Delegated Decision

### Sign off Sheet

|                                              |                                                                                                                    |                                        |               |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------|
| <b>Ref. No:</b>                              | DM/25/2509                                                                                                         | <b>Case Officer:</b>                   | Tracie Axford |
| <b>Application Type:</b>                     | Householder Application                                                                                            |                                        |               |
| <b>Proposal:</b>                             | Proposed rear extension loft conversion with insertion of velux windows . New side facing window and solar panels. |                                        |               |
| <b>Site:</b>                                 | 203 Junction Road, Burgess Hill, West Sussex, RH15 0NX, , , ,                                                      |                                        |               |
| <b>Validation Date</b>                       | 6 Oct 2025                                                                                                         | <b>Overall Expiry Date:</b>            | 30 Oct 2025   |
| <b>Pre-Commencement Conditions Required:</b> |                                                                                                                    | <b>Pre-Com Conditions Date Agreed:</b> |               |
| <b>Recommendation:</b>                       | Permission                                                                                                         | <b>Recommendation Date:</b>            | 27 Nov 2025   |
| <b>Target Date:</b>                          | 1 Dec 2025                                                                                                         | <b>Recommending Officer Signature:</b> | Tracie Axford |

|                                                        |  |                               |   |
|--------------------------------------------------------|--|-------------------------------|---|
| <b>Date Legal Agreement Completed: (if applicable)</b> |  | <b>No of Representations:</b> | 0 |
|--------------------------------------------------------|--|-------------------------------|---|

|                              |             |              |             |
|------------------------------|-------------|--------------|-------------|
| <b>Signed and Agreed By:</b> | Steven King | <b>Date:</b> | 28 Nov 2025 |
| <b>Comments:</b>             |             |              |             |

## **MID SUSSEX DISTRICT COUNCIL**

**DM/25/2509**

**203 Junction Road, Burgess Hill, West Sussex, RH15 0NX, , ,  
Proposed rear extension loft conversion with insertion of velux windows . New side facing  
window and solar panels.  
Mr And Mrs Joshua And Zoe Carr**

### **SUMMARY OF REPRESENTATIONS**

None received

### **SUMMARY OF CONSULTEES**

Southern Water - no objection

### **TOWN/PARISH COUNCIL OBSERVATIONS**

Burgess Hill Town Council recommend approval

### **INTRODUCTION**

The application seeks planning permission for a proposed rear extension and loft conversion with insertion of velux windows. A new side facing window and solar panels also form part of this proposal.

### **RELEVANT PLANNING HISTORY**

There is no relevant planning history for this site.

### **SITE AND SURROUNDINGS**

The application property is a single storey dwellinghouse located within the built-up area of Burgess Hill.

The dwelling house is characterised by external walls of brick, with a pitched 'chalet-style' roof of plain roof tiles and dark grey fenestration. To the front of the property is a driveway with space for 2 cars.

The locality is characterised by a wide variety of detached and semi-detached, single-storey and two-storey dwellings of varying scale and form.

### **APPLICATION DETAILS**

An existing extension to the rear of the dwelling will be demolished and replaced by the proposed extension. The proposed extension will measure approximately 4m in depth and extend across the full width of the rear elevation. A new window is proposed to the southern elevation and bi-folding doors from the rear elevation will lead out to the rear garden.

Conversion of the loft is proposed to create a bedroom with ensuite in the existing portion of the dwelling, with rooflights proposed to let in light. In the extended section, a staircase is proposed leading to the new bedroom. Rooflights and a vaulted ceiling is proposed here too. All external materials are proposed to match.

### **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 the 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:

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**

The 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 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

#### *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
- Impact on neighbouring properties
- 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 relates to rear extensions and 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.'*

The rear extension will extend 4 metres from the rear elevation, replacing the existing conservatory which currently extends approximately 2.2m from the rear elevation. This will result in the overall lengthening of the dwelling. The external walls will be brick to match the existing and fenestration also to match. The extension will not be viewed from the public domain and would therefore not have a harmful impact on the character of the area.

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

### **Impact on neighbouring properties**

In terms of impact upon neighbouring amenities Policy DP26 in part 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 extension is to the rear of the property and is not in close proximity to the neighbouring property at 207 Junction Road. The neighbouring property at 207 Junction Road, is set over two storeys with an extension in the roof including a large rear dormer and is also set slightly higher than the application property. There are no windows on the side elevation overlooking no.205 Junction Road and there is an attached single storey garage with a pitched roof on the elevation facing no. 205 Junction Road. The proposed rooflights, will not have any impact in terms of overlooking to the neighbours.

There are no neighbours to the south of the property, nor the west and on the east of the property is the highway.

Therefore given its size and relation to the neighbouring property, there will be minimal impact in terms of light, privacy and overlooking. Therefore, in terms of neighbouring amenities, the proposal is deemed to comply with DP26 of the Mid Sussex 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.

#### **PLANNING BALANCE AND CONCLUSION**

The proposals are deemed acceptable in terms of design, and would not cause significant harm to neighbouring amenities. Therefore, the proposal complies with policy DP26 of the Mid Sussex District Plan, principles DG49 and 51 of the Mid Sussex Design Guide and the relevant paragraphs of the NPPF.

Decision:       Permission

Case Officer: Tracie Axford