

## Delegated Decision

### Sign off Sheet

|                                              |                                                                     |                                        |                      |
|----------------------------------------------|---------------------------------------------------------------------|----------------------------------------|----------------------|
| <b>Ref. No:</b>                              | DM/25/2362                                                          | <b>Case Officer:</b>                   | Tracie Axford        |
| <b>Application Type:</b>                     | Householder Application                                             |                                        |                      |
| <b>Proposal:</b>                             | Proposed conversion of part of garage to habitable room             |                                        |                      |
| <b>Site:</b>                                 | 7 Woodland Drive, Crawley Down, Crawley, West Sussex, RH10 4UF, , , |                                        |                      |
| <b>Validation Date</b>                       | 30 Sep 2025                                                         | <b>Overall Expiry Date:</b>            | 27 Oct 2025          |
| <b>Pre-Commencement Conditions Required:</b> |                                                                     | <b>Pre-Com Conditions Date Agreed:</b> |                      |
| <b>Recommendation:</b>                       | Permission                                                          | <b>Recommendation Date:</b>            | 25 Nov 2025          |
| <b>Target Date:</b>                          | 25 Nov 2025                                                         | <b>Recommending Officer Signature:</b> | <i>Tracie Axford</i> |

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

|                              |                    |              |             |
|------------------------------|--------------------|--------------|-------------|
| <b>Signed and Agreed By:</b> | <i>Steven King</i> | <b>Date:</b> | 25 Nov 2025 |
| <b>Comments:</b>             |                    |              |             |

## **MID SUSSEX DISTRICT COUNCIL**

**DM/25/2362**

**7 Woodland Drive, Crawley Down, Crawley, West Sussex, RH10 4UF, ,  
Proposed conversion of part of garage to habitable room  
E Hampshire And D Clark**

### **SUMMARY OF REPRESENTATIONS**

None received

### **SUMMARY OF CONSULTEES**

None

### **WORTH PARISH COUNCIL OBSERVATIONS**

Worth Parish Council defer the decision to the officer

### **INTRODUCTION**

Planning permission is sought to convert the existing garage.

### **RELEVANT PLANNING HISTORY**

06/02640/FUL - Single storey front extension and enlarged garage. Permission 11.01.2007

### **SITE AND SURROUNDINGS**

7 Woodland Drive is a detached two-storey dwelling. It is constructed of red brick, with a plain tile roof and white uPVC windows. The dwelling has a detached single garage to the southern side of the dwelling.

The application site lies within the built-up area of Crawley Down. Neighbouring properties of a similar size and scale are located to the north, south, and east, with the highway to the west.

### **APPLICATION DETAILS**

The applicant is seeking for permission for a proposed garage conversion with a brick infill replacing the rear kitchen door and rear window. The front half of the garage will remain as an area for storage, whilst the rear portion of the garage will be converted for use as a utility room.

### **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 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**

Crawley Down Neighbourhood Plan made in 2016.

Relevant policies:

CDNP04.3 - Loss of existing car parking

### **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

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.

*WSCC Guidance on Parking at New Developments - September 2020*

*National Planning Policy Framework (NPPF) (December 2024)*

The National Planning Policy Framework (NPPF) 2024 is a material consideration.

### **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
- Parking
- 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.'

The external changes which form part of this proposal are limited to the infilling of a window and a door on the rear elevation which will not be visible in the public domain.

Given the external materials would match the materials of the existing dwelling and those of the surrounding properties, the proposal is considered to comply policy DP26 of the District Plan and the relevant principles of the Mid Sussex Design Guide SPD.

### **Impact on Neighbouring Amenities**

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);'*

It is not considered that the proposed development would give rise to any significant impacts to the neighbours. External changes are limited to the infilling of a doorway and a window on the rear elevation which will not result in any impact on privacy, outlook, daylight and sunlight, and noise, air and light pollution.

Therefore, in terms of neighbouring amenities, the proposal is deemed to comply with policy DP26 of the Mid Sussex District Plan.

### **Parking provision**

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;'*

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.'*

Planning permission is sought as permitted development rights to convert the garage are not intact. Condition 3 of planning permission (06/02640/FUL) relating to the garage states that, *'The garage shown on the approved drawings shall not be used for any purpose (including use as living accommodation) other than for the garaging or storage of private motor vehicles and no trade or business shall be carried out therefrom.'*

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.

It has been confirmed that 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 2.1 parking spaces should be provided. There are two external parking spaces in front of the garage which would remain.

With regards to policy CDNP04.3, table 1 in the appendix of the Neighbourhood Plan refers to parking standards for small developments of less than 20 dwellings. For 3 bed owned houses the table refers to 2 designated spaces and 1 space per two dwellings. In this case, as the proposal is not for any new dwellings, it is not considered that the reference to undesignated spaces is directly relevant. Two spaces would remain on the drive, which is considered to be adequate, given the fact that there are no restrictions for on street car parking.

It is therefore considered that, 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, policy CDNP04.3 of the Crawley Down Neighbourhood 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 appropriate in terms of design and will not negatively impact on the host dwelling nor its immediate setting and will not harm neighbouring amenities. Therefore, the proposal complies with policies DP21 and DP26 of the Mid Sussex District Plan, policy CDNP04.3 of the Crawley Down Neighbourhood Plan and the relevant paragraphs of the NPPF and is considered acceptable.

Decision:       Permission

Case Officer: Tracie Axford