

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/0711	Case Officer:	Rachel Richardson
Application Type:	Householder Application		
Proposal:	Proposed hip to gable roof conversion, with rear dormer.		
Site:	4 Weald Road, Burgess Hill, West Sussex, RH15 9SP, , , ,		
Validation Date	1 Apr 2026	Overall Expiry Date:	6 Jul 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	8 Sep 2026
Target Date:	27 May 2026	Recommending Officer Signature:	<i>Rachel Richardson</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	1
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Signed and Agreed By:	<i>Stephen Ashdown</i>	Date:	11 Sep 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/0711

**4 Weald Road, Burgess Hill, West Sussex, RH15 9SP, , ,
Proposed hip to gable roof conversion, with rear dormer.
Mr D Norris**

SUMMARY OF REPRESENTATIONS

One letter has been received from the occupant of no.2 Weald Road expressing no objection to the proposal but asking that a condition could be added to any planning permission to limit the hours of construction to minimise noise impact.

CONSULTATIONS

None.

TOWN COUNCIL OBSERVATIONS

Burgess Hill Town Council: Recommend Approval.

INTRODUCTION

This application seeks planning permission for a hip to gable roof enlargement, with rear dormer to convert the roof void of 4 Weald Road in Burgess Hill. Amended drawings were received to reduce the size of dormer.

RELEVANT PLANNING HISTORY

DM/15/1422 - Prior Approval is not required for a single storey rear extension extending beyond the rear wall of the original house by 4m, to a maximum height of 3.3m and the height of the eaves to 2.9m.

SITE AND SURROUNDINGS

The application site is a semi detached two storey dwelling situated on the northern side of Weald Road which is to the rear of flatted development on the corner junction with Royal George Road.

The site is flat in a relatively modest plot with the rear garden enclosed by a 1.8m high close boarded fence and garden laid to lawn. The dwelling is set back from the road with a hard surfaced front garden for cars to park.

It is of brickwork construction with a cream painted rendered first floor and tiled roof.

The character of the area is mixed by primarily two storeys and semi-detached dwellings. However, there are terraced properties opposite and also flats on the corner junction with retail at ground floor.

APPLICATION DETAILS

The application proposes a hip to gable roof enlargement and flat roof dormer on the rear to facilitate conversion of the roof void to create an en-suite and double bedroom.

The proposed gable roof enlargement will be the same height as the existing ridgeline of the main house and be built flush with the side elevation of the existing house. A small window is proposed in the gable to provide light into the stairwell as well as a rooflight on the front of the existing sloping plane.

Amended drawings have been sought to reduce the size of the proposed dormer window on the rear elevation. It will measure approximately 4.5m wide, its flat roof would extend out from the newly built ridgeline and be built approximately 0.8m above the eaves. It would be set in approximately 0.5m from the party line (where it adjoins the sloping plane of 2 Weald Road) and 0.7m to the gable roof.

The proposed development will be built in materials to match the existing property. The application form describes the materials as tile hanging and white Upvc windows.

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 Development Plan Document

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.

Neighbourhood Plan

Burgess Hill Neighbourhood Plan -made 28 January 2016.

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 is currently at Examination with initial hearings held in February/March 2026. The Council is consulting on Main Modifications which are required to ensure the plan is legally compliant and sound. 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
DPS6 - Health and Wellbeing

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) (August 2026)

Chapter 14 refers to Achieving Well Designed Places and policy DP3 sets out the key principles.

ASSESSMENT

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

- Design
- Impact on residential amenities

Design

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 as well as addressing the character and scale of the surrounding buildings and landscape. However, can only be afforded very limited weight as it is materially inconsistent with the NPPF. Policy DP3 of the NPPF requires development to integrate with and enhance their surroundings and should be greater weight.

The Council's adopted Design Guide is a material consideration in the determination of the application. Chapter 9 of the Design Guide relates to household extensions. Design Principle DG49 states that extensions should respond to the design of the original dwelling and applicant will be expected to demonstrate how local character has informed the design proposal.

Principle DG52 in Chapter 9 of the Design Guide refers to Loft Conversions and Roof Extensions. This recognises that loft conversions are a space efficient means of extending the amount of living accommodation in a dwelling. Dormer windows that are out of scale or out of character with the roofscape and proportions of a dwelling can have an adverse impact on the character of both the dwelling and the streetscape. This is also explained in paragraphs 6.3.5-6.3.7. 6.3.5 refers to, *'While dormer windows can sometimes be prominent features in the streetscene, care needs to be taken with their design, proportions and position on the roof. The choice of design should be informed by the character and appearance of the local vernacular,'* 6.3.7 states that dormer windows should be positioned below the ridgeline and above the eaves line and should be visually subordinate to the roof slope.

6.3.9 states that, *'The predominant roof forms in the District are simple double-pitched roofs; these can be organised with gable or hipped ends and/or with gable-fronts. New development should respect these characteristics.'*

The proposed roof alteration from a hip to a gable roof form and the associated rear dormer addition and rooflight addition will serve to extend the first floor accommodation within the existing loft space. Whilst the proposed rear dormer is wide, it has been designed to be sited above the eaves height, just below the ridge level and is inset from the mutual boundary and the end elevation of the gabled roof. As such the addition may only be glimpsed from public vantage points in Weald Road.

It is also considered beneficial that the proposed development retains the cat slide feature at the front which provides symmetry with the other half of the pair of semi detached dwellings.

This is considered in keeping and respectful of the character and appearance of other dwellings in the locality. The applicant has provided examples of other properties in the locality with similarly designed (and larger examples of) rear dormer windows.

There are also other gable roof side elevations within the locality. A roof enlargement and dormer window of a similar design was approved under DM/26/0897 at 32 Potters Lane in Burgess Hill.

It is therefore considered that in this location the proposed dormer addition is acceptable in terms of scale, and design and would not compromise nor detract from the streetscape.

The overall design of this proposal would accord with the design aims of Policy DP26 of the District Plan, the relevant principles of the Mid Sussex Design Guide SPD and policy DP3 of the NPPF.

Impact on residential amenities

Policy DP26 of the District Plan requires developments to demonstrate that it does not cause significant harm to amenities of existing nearby residents (or future occupiers), taking into account matters such as impact on light, privacy and outlook. It is considered that this policy is materially inconsistent with the NPPF and can be afforded very limited weight. Policy L2(d)(ii) of the NPPF deals with making effective use of land and sets out that proposals should have acceptable living standards for residents and neighbours in terms of access to day;ight, sunlight, privacy and external space. Greater weight should be given to this policy.

In addition Principle DG45 in the Design Guide refers to the need to consider privacy of existing and future residents and it is noted that privacy may be affected by the relationship of buildings to each other.

It is considered that the proposed development would not result in unacceptable harm to the residential amenity of neighbouring houses.

The proposed window on the side elevation is above head height on a stair well and the other windows would result in similar views already achievable at first floor from the rear elevation of the application property and this is to be expected in a residential built up area where there is often a degree of mutual overlooking.

It is considered that the additions and alterations will not cause unacceptable harm to the amenities of the other immediate neighbouring residents and the development accords with the requirements of DP26 of the District Plan, relevant principles of the Design Guide and policy L2 of the NPPF.

Other

Policy DM6 of the NPPF refers to the use of planning conditions and that they should only be used in planning permissions where they meet the tests (a-d). A condition regarding working hours is not considered to be necessary or reasonable for a domestic extension and such a condition wouldn't meet the tests in the PPG and therefore shouldn't be imposed. There is an informative recommended in relation to the working hours.

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 proposed roof extension, dormer addition are considered acceptable in design terms and will not impact harmfully upon the character and appearance of the property or the street scene. The proposal accords with District Plan Policy DP26 and the relevant Design Guide Principles.

It is considered that the proposed development will not cause unacceptable harm to the neighbouring amenities, or impact upon the privacy or outlook of the neighbours. The proposal accords with the aims of District Plan Policy DP26, the relevant principles of the Design Guide and the NPPF.

As such, this application is recommended for approval.

Decision: Permission

Case Officer: Rachel Richardson