

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/1669	Case Officer:	Andrew Horrell
Application Type:	Householder Application		
Proposal:	Proposed single storey rear extension, two storey side extension, 1st floor outrigger and loft conversion including front dormer and front and rear rooflights.		
Site:	63 Queens Road, Haywards Heath, West Sussex, RH16 1EG, , ,		
Validation Date	30 Jun 2025	Overall Expiry Date:	7 Oct 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	8 Oct 2025
Target Date:	25 Aug 2025	Recommending Officer Signature:	Andrew Horrell

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Stephen Ashdown	Date:	8 Oct 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/1669

**63 Queens Road, Haywards Heath, West Sussex, RH16 1EG, , ,
Proposed single storey rear extension, two storey side extension, 1st floor outrigger and loft
conversion including front dormer and front and rear rooflights.
Quaser Studio Ltd**

SUMMARY OF REPRESENTATIONS

None received

SUMMARY OF CONSULTEES

Southern Water: Southern Water has determined that the flow rate for the above site will remain consistent, so capacity is not an issue and no Southern Water assets will be affected. Therefore, Southern Water has no objections to this proposal.

TOWN COUNCIL OBSERVATIONS

No comment

INTRODUCTION

Planning permission is sought for an enlarged single storey rear extension, a two storey side extension, a first floor outrigger and loft conversion including a front dormer and front and rear rooflights.

RELEVANT PLANNING HISTORY

None

SITE AND SURROUNDINGS

63 Queens Road is a two storey semi-detached pitched dwelling. The dwelling is characterised by an existing two storey side lean to and single storey rear lean-to. The walls are face brickwork with upvc doors and windows.

To the north of the site is the rear garden with close boarded fencing to neighbours in Gordon Road beyond, to the south of the site is the driveway to highway beyond, to the east of the site is the adjoining No.65 and to the west of the site is the adjacent No.61 (Mr Lees Chip shop).

The site is within the built-up area of Haywards Heath.

APPLICATION DETAILS

The existing single storey lean to approximately measures 4.65m in depth, 2.6m in width with a height to eaves of 1.6, and an overall height of 4m.

The existing two storey side extension approximately measures 3.05m in depth, 1.5m in width with a height to eaves of 5m and an overall height of 6.5m.

The proposed flat roofed single storey rear extension approximately measures 6.5m in depth, 6m in width with a flat roofed height of 2.9m with the roof lantern creating an overall height of 3.15m. This serves a kitchen/dining room.

The proposed two storey side extension approximately measures 7.1m in depth, 2.5m in width with a height to eaves of 5.3m and an overall height of 7.9m. This serves a hallway, store and utility room on the ground floor and a bathroom and landing on the first floor. It will have a front rooflight and solar panels on the roof.

The proposed first floor rear outrigger approximately measures 4.75m in depth, 4.35m in width with a height to eaves of 4.9m and an overall height of 5.4m. This serves bedroom 3.

The proposed loft conversion includes a front dormer with front and rear rooflights. This will serve a master bedroom and an en-suite.

The proposed front dormer approximately measures 3.25m in depth, 2.15m in width with a height to eaves of 1.5m and an overall height of 2.15m

The front rooflight approximately measures 1.3m by 1.65m. The rear rooflights approximately measure 1.3m by 1.25m each.

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 Haywards Heath 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.

Haywards Heath Neighbourhood Plan

The Haywards Heath Neighbourhood Plan was made on 15th December 2016

Relevant policies:

Policy E9 - Design

Policy H9 - Residential Extensions

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:

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)

The National Planning Policy Framework (NPPF) 2024 is a material consideration. Paragraphs 8, 11, 131 and 135 are considered to be relevant to this application.

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 provision;
- 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."

Policies H9 and E9 of the Haywards Heath Neighbourhood Plan are most relevant.

Policy H9 states:

'Extensions to existing dwellings will be permitted where it meets the following criteria:

- o The scale, height and form fit unobtrusively with the existing building and the character of the street scene.*
- o Spacing between buildings would respect the character of the street scene.*
- o Gaps which provide views out to surrounding countryside are maintained.*
- o Materials are compatible with the materials of the existing building.*
- o The traditional boundary treatment of an area is retained and, where feasible reinforced.*
- o The privacy, daylight, sunlight and outlook of adjoining residents are safeguarded'.*

Policy E9 states:

'Developers must demonstrate how their proposal will protect and reinforce the local character within the locality of the site. This will include having regard to the following design elements:

- o height, scale, spacing, layout, orientation, design and materials of buildings,*
- o the scale, design and materials of the development (highways, footways, open space and landscape), and is sympathetic to the setting of any heritage asset,*
- o respects the natural contours of a site and protects and sensitively incorporates natural features such as trees, hedges and ponds within the site,*
- o creates safe, accessible and well-connected environments that meet the needs of users,*
- o Will not result in unacceptable levels of light, noise, air or water pollution,*
- o Makes best use of the site to accommodate development,*
- o Car parking is designed and located so that it fits in with the character of the proposed development.*

Proposals affecting a listed building, conservation area, building of local interest or public park of historic interest or their setting should preserve or enhance their special interest and/or distinctive character'.

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 DG50 of the Mid Sussex Design Guide relates specifically to side extensions and states:

'Side extensions should normally be subservient to the original dwelling and typically be set-back from the front of the house to help define the original building.

The gaps between dwellings can sometimes positively contribute to articulating (for example, through the consistent rhythm of repeated houses) and adding interest in a street frontage or by providing views / visible connections to the surrounding countryside. Side extensions will therefore need to appropriately respond to the character of the street form and will not normally be accepted where they close an important gap and view'.

Side extensions are widespread within the streetscene including at No.41 (DM/16/5680), No.62 (14/04237/HOUS), No.77 (14/00041/FUL) and No.81 (13/00541/FUL).

The two storey side extension is modest in width, set back from the front of the property and subservient to the ridge height. The side extension would therefore not be out of character with the streetscene and complies with principles DG49 and DG50 of the Mid Sussex Design Guide SPD.

Principle DG51 of the Mid Sussex Design Guide SPD relates specifically to rear extensions and states the following:

'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'.

Single storey rear extensions are widespread within the streetscene including at No.55 (DM/21/2970), No.35 (DM/17/4740) and No.53 (DM/17/3335) and No.69 (12/00938/FUL)

First floor rear extensions are widespread within the streetscene including at No.35 (13/02529/FUL) No.77 (14/00041/FUL), No.83 (DM/21/1961), No.81 (DM/17/0049 and DM/21/1031) and characterises No.69.

The proposed outrigger first floor rear extension is subservient and will not be visible from the streetscene. The single storey rear extension is a modest enlargement on the existing single storey rear extension. Whilst the use of render is a new material to the rear of the rear extension, it will not be visible from the streetscene and would not be out of character with the varied streetscene. The rest of the elevations of the enlargements will use matching face brickwork

With reference to roof enlargement specifically, principle DG52 of the Mid Sussex Design Guide SPD in part 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.'

This principle also includes reference to further dormer window guidance in Chapter 6 of the Design Guide under sections 6.3.5 to 6.3.7 which state:

'6.3.5 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.

6.3.6 Dormer windows should be visually subordinate to the roof slope, enabling a large proportion of the main roof to remain visible. Excessively wide dormers are likely to look unsatisfactory as they will often be out of proportion with the existing roof.

6.3.7 Dormer windows should normally be positioned below the ridge-line, and above the eaves line'.

Dormer windows to the front, side and rear elevations are widespread. Whilst the majority have been installed under permitted development, some have been installed via planning permission including at No.53 (DM/17/3335).

The proposed front dormer is of a pitched design and of a modest size that complies with Principle DG52 of the Mid Sussex Design Guide.

The proposed front and rear rooflights will not dominate the roofslope. Therefore, the proposed dormer and rooflights are deemed to be in character with the area.

The proposal is in terms of character and design in keeping with the area and complies with policy DP26 of the Mid Sussex District Plan, policies E9 and H9 of the Haywards Heath Neighbourhood Plan and principles DG49-DG52 of the Mid Sussex Design Guide SPD.

Impact on neighbouring properties

Policy H9 states that proposals should "safeguard" adjoining neighbours amenity whereas policy DP26 of the MSDP states that development 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. There is therefore some conflict between the District Plan and Neighbourhood Plan in this respect.

Under section 38(5) of the Planning and Compulsory Purchase Act 2004 if a policy contained in a development plan for an area conflicts with another policy in the development plan, the conflict must be resolved in favour of the policy which is contained in the last document to be adopted, approved or published. As such, policy DP26 of the MSDP is considered to take precedence and therefore the test in this instance is whether the development causes significant harm to neighbouring amenities as outlined above.

Given the modest enlargement to the ground floor rear extension, the impact on light and outlook to the adjoining No.65 is not deemed significant. Given the location of the enlargements in relation to adjacent No.61, significant harm is not deemed to be caused.

In terms of overlooking and loss of privacy, the level of harm would be no more than the level of overlooking expected within the built-up area, however the creation of a second floor would increase the level of overlooking toward neighbouring gardens. However, the level of overlooking would not be significantly greater than the existing overlooking from the first-floor rear windows. Therefore, in terms of the neighbouring amenities, the proposal complies with policy DP26 of the Mid Sussex District Plan.

Parking Provision

As new bedrooms are to be created, parking standards should be assessed.

The drawings outline that the proposed dwelling will be served by 4 bedrooms.

West Sussex County Council Guidance on Parking sets out the maximum parking standards for residential houses. For a 4-bed property in this location in Haywards Heath 2.5 spaces should be provided.

The driveway to the front of the house can serve 2 cars. Whilst there is a shortfall, there are limited parking restrictions within the streetscene and the location is within walking distance of Haywards Heath Town Centre and alternative forms of transportation (buses and trains).

Therefore, the proposal will provide sufficient parking provision within a sustainable location and comply with DP21 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

In conclusion, the proposal is considered to be appropriate in terms of design, size, and scale to the dwellinghouse and locality, would have sufficient parking provision and 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 policies E9 and H9 of the Haywards Heath Neighbourhood Plan, the Mid Sussex Design Guide SPD as the relevant provisions of the NPPF. The application therefore accords with the Development Plan and is considered acceptable.

Decision: Permission

Case Officer: Andrew Horrell