

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/0448	Case Officer:	Stefan Galyas
Application Type:	Householder Application		
Proposal:	Proposed loft conversion and raising ridge to accommodate loft conversion		
Site:	10 Churchill Way, Burgess Hill, West Sussex, RH15 0ES, , , ,		
Validation Date	24 Feb 2026	Overall Expiry Date:	6 Apr 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	14 Apr 2026
Target Date:	21 Apr 2026	Recommending Officer Signature:	<i>Stefan Galyas</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	<i>Stephen Ashdown</i>	Date:	15 Apr 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/0448

**10 Churchill Way, Burgess Hill, West Sussex, RH15 0ES, , ,
Proposed loft conversion and raising ridge to accommodate loft conversion
Nigel Fitzgerald**

SUMMARY OF REPRESENTATIONS

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

SUMMARY OF CONSULTEES

None received.

TOWN/PARISH COUNCIL OBSERVATIONS

Town Council: *'The Committee of 9th March would Recommend Approval'*

INTRODUCTION

The application seeks planning permission for proposed roof alterations to accommodate a loft conversion.

RELEVANT PLANNING HISTORY

10/03750/FUL - First floor pitched roof extension to rear and first floor extension with 2.no rooflights to front elevation and provision of new window to East elevation. Permission 25.01.2011.

10/03750/NONMAT - Amendment to first floor window (west elevation) from 940mm wide to 1200mm wide and non obscured. Refused 28.04.2011.

11/01341/FUL - resubmission of application 10/03750/FUL for First floor pitched roof extension to rear and first floor extension with 2.no rooflights to front elevation and provision of new window to East and west elevation with amendments to internal layout. Refusal 01.07.2011.

11/03173/FUL - A shed/outbuilding for gym equipment. Permission 09.11.2011.

14/02689/FUL - Single storey ground floor side extension in place of existing garage. Permission 06.08.2014.

SITE AND SURROUNDINGS

The proposal relates to 10 Churchill Way, a detached two storey dwelling which features a part pitched, part crown roof design. The dwelling is positioned to the northern side of the road and is set back from the roadside edge by front garden amenity space as well as a front driveway. The dwelling is afforded further garden amenity space to the rear, where an astroturf surface is used. The existing dwelling is composed of rendered exterior walls with tile hanging at first floor level, a clay tiled roof and uPVC windows.

With regard to the sites locality, there are a number of other residential detached two storey dwellings which display a degree of variance in facing materials at first floor level. The use of tile and composite cladding at first floor level and within the gable ends are considered to add visual interest throughout the street scene.

The site is located within the built-up area for Burgess Hill.

APPLICATION DETAILS

The proposal would raise the existing ridge height from approximately 7.2m high to 7.9m high. The proposed development would also remove the existing crown roof to the rear of the property and develop a continuous rear sloped roof form. New rooflights would also be added to the front and rear roof slopes as well as the flat roof element.

Proposed external materials would include matching hanging tiles to the walls, matching clay roof tiles and matching rooflights.

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:

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.

Neighbourhood Plan

Burgess Hill Neighbourhood Plan (Made January 2016)

Relevant Policies:

Policy S4 - Parking Standards for New Developments

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:

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.

National Planning Policy Framework (NPPF) (December 2024)

The National Planning Policy Framework (NPPF) 2024 is a material consideration. Paragraphs 2, 8, 11, 39, 48, 115-117, 131, 135 & 139.

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 Amenities
- Highways Impact
- Biodiversity Net Gain

Design and Character

DP26 of the 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:

- o is of high-quality design and layout and includes appropriate landscaping and greenspace;*
- o 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;*
- o creates a sense of place while addressing the character and scale of the surrounding buildings and landscape;*
- o protects open spaces, trees and gardens that contribute to the character of the area;*
- o 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'*

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.'

In terms of loft conversions, DG52 of the Design Guide states that:

'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.'

It is considered that various dwellings throughout the street scene are positioned at varying set backs from the roadside edge throughout the street. Accordingly, whilst ridge heights tend to be set to a two storey height, they are not read as uniform amongst one another.

The proposed loft conversion would raise the existing maximum roof height from circa 7.2m high to 7.9m. It is considered that the resultant height would still allow the dwelling to still be read as a two storey dwelling. The increase in height is not considered to be substantial and would not appear overly incongruous within the street scene.

To the rear the existing crown roof would also be removed and replaced with a new continuous roof slope which would also feature two new rooflights. It is considered that these elements would be set to a visually discrete position in terms of public vantage points and would not be significantly conspicuous from the street scene. Accordingly, it is considered that these alterations would be acceptable on balance.

A new rooflight would be added to both the front roof slope as well as the new flat roof to the pitch. It is considered that the rooflight to the flat roof would only partially be visible from the streetscene and would have a negligible visual impact. The new front rooflight would be larger than the existing two rooflights to the front, however, the proposal would make use of matching materials. As such, it is considered that the proposal would result in an acceptable visual impact in this regard.

The proposal is therefore considered to comply with 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 DP29);'*

There are several ground and first floor windows positioned along the side (west) elevation at the neighbouring property immediately to the east of the application site at No.8. The ground floor windows serve both a kitchen and stairwell/ hallway and at first floor the windows serve both a dressing room and a W.C.

Principle DG47 of the Design Guide states among other matters that all dwellings should benefit from daylight and sunlight levels that conform to BRE (Better Regulation Executive) standards. Further guidance is set out within the "Site Layout Planning for Daylight and Sunlight: A Guide to Good Practice" document. The "25 degree approach" should be taken whereby a 25 degree line is drawn from the centre of the lowest opposite habitable room. If the neighbouring properties window lies beneath the 25 degrees as measured, then the building will not likely cause a significant reduction in light received to the concerned window. This guidance is taken as a rule of thumb and each planning application is assessed based on its own merits.

When assessed based on estimates, the neighbouring windows would likely pass the 25-degree test. It is considered that the separation distance of circa 7.7m would help overcome a significant overshadowing impact.

The proposed new rooflights are not considered to give rise to a significant overlooking impact and would be utilised to serve light into the rooms which they serve. No further new windows would be added to either side elevation.

Accordingly, the proposal is considered to comply with the provisions of DP26 of the Mid Sussex District Plan in terms of neighbouring amenities.

Highways Impact

Paragraph 116 of the NPPF states that development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or residual cumulative impacts on the road network would be severe. Additionally, Policy DP21 of the District Plan requires development proposals to protect the safety of road users and pedestrians.

Furthermore, Policy S4 of the Burgess Hill Neighbourhood Plan states that:

'Design and layout of off site parking areas, on street parking areas, garage/parking blocks will be designed to allow ease of access from driveways and accessibility to parking areas without causing obstruction.'

The proposed development would increase the quantum of bedrooms from three to four. In order to comply with the provisions of the West Sussex Revised Guidance for Parking Provision, an additional allocated parking space would be required and the parking demand would be increased from two to three allocated spaces.

It is considered that the existing hardstanding on the driveway could only accommodate two off road parking spaces. However, the locality does not appear to be subject to any roadside parking restrictions i.e. double yellow lines. Accordingly, it is considered that the deficit of one parking space could be accommodated along the roadside. It is therefore not considered that the lack of allocated parking would warrant a reason for refusal in this instance. Furthermore, the proposal would not alter the existing access to the site.

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 appropriate in terms of design and will not negatively impact on the host dwelling nor its immediate setting, will not harm neighbouring amenities and result in an acceptable highways impact.

The proposal will comply with Policies DP21 and DP26 of the District Plan, Policy S4 of the Burgess Hill Neighbourhood Plan, the MSDC Design Guide and the requirements of the NPPF.

Decision: Permission

Case Officer: Stefan Galyas