

Supporting Information

To:	Planning Department	At:	Mid Sussex District Council
From:	Triptych PD Limited	Date:	11 th July 2026
Subject:	6 Welbeck Drive, Burgess Hill, RH15 0BB		

PROPOSED GARDEN ROOM ANNEXE

Size, Location and Use

Full planning permission is sought for the proposed installation of a new 6-metre by 4-metre freestanding single storey outbuilding in the south-east corner of the garden at 6 Welbeck Drive. The outbuilding will be a maximum of 2.5 metres high on the west side, reducing to 2.4 metres on the east by the boundary and will have an internal floorspace under 24m² (taking account of the wall widths). The location is on an existing hardstanding (in part) and will replace sheds as shown in Figure 1.

Figure 1 - existing/approved hardstanding and sheds in south-east corner



The proportions of the outbuilding accord with permitted development rights but in this instance, the proposals require planning permission given that an elderly family member will live there semi-independently. The garden room will remain part of the same planning unit and will not be rented out but used solely by the family. The internal arrangement as shown on drawing PLA003 Rev F01 identifies a bedroom, separate bathroom/shower room and living space, which will include basic kitchen facilities. There will be no intensification of use that would create additional traffic.

The garden room will be located 6.5 metres from the main rear facade of the house. It will be set away from the adjacent boundaries by 500mm. The fence to the east is 1.8m with bushes/vegetation

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up to 2.4 metres high. To the south, the fence is 2.3m and for completeness, across the garden, the western fence is 1.7m. Number 2 Welbeck Close is adjacent to the rear/south boundary of the application site as shown on drawings PLA001 and PLA002 (both Rev F01). In addition to the 2.3-metre high fence adjacent to the proposed structure of 2.4-2.5 metres high, Figure 1 demonstrates no overlooking windows. Figure 2 identifies only two letterbox style windows (highlighted in pink/purple - source from Google Streetview dated March 2022) are located in that north elevation - however, these appear to be adjacent to number 8's boundary. The combination of the style and location of the windows will not alter the relationship with 2 Welbeck Close or result in an perceived sense of enclosure or overlooking.

Figure 2 - Google Streetview of north elevation of 2 Welbeck Close



Proposed External Materials

Item	Material/finish
Foundations	Ground screws
External walls	Cedar timber cladding (north and west elevations) and anthracite grey corrugated steel cladding on the east and south adjacent to the boundaries. to the west. These will be attached to 19mm x 38mm pressure treated battens with a breathable membrane on a steel frame.
Roofing and rainwater system	Flat roof with EPDM rubber roof covering on 18mm structural OSB3 (high-strength oriented strand boards, which is load-bearing board for use in humid conditions) on 195mm x 45mm C24 pressure treated timber joists. A 500mm overhang will be on the front entrance and a black fascia around the roof line. The construction will also include two steel i-beams with uPVC roof trims to the perimeter of the roof. UPVC round line black guttering will be fixed to the lowest edge of the roof with a uPVC black downpipe to ground level.
Floor construction	125mm by 47mm pressure treated base plate covered with a damp proof course membrane and then 18mm moisture resistant tongue and groove floorboards on top.

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Item	Material/finish
Insulation	Wall, floor and roof insulation - 97mm Rock wool and 100mm Celotex.
Doors	French doors of 1500mm x 2050mm with 400mm sidelights (total width of glazing for natural light of 2400mm) will be on the west elevation. The frames will be anthracite grey uPVC.
Windows	A window to the bedroom in the west elevation looking out to the garden of 1200mm x 800mm and a high level obscured glazed of 500mm x 500mm will serve the bathroom in the east elevation. Both will have anthracite grey uPVC frames.
Lighting	Up/downlights either side of doors for wayfinding and domestic in style.

Assessment and Conclusion

Consideration has been given to the Mid Sussex District Plan 2014-2031 and the Mid Sussex Design Guide SPD (2020) although the latter does not contain information for garden rooms. The Burgess Hill Neighbourhood Plan (2015) has been reviewed but is not applicable to these proposals.

Therefore, it is Policy DP26 - Character and Design of the District Plan¹ that is relevant to these proposals. This is an overarching policy that does include residential extensions albeit this is a separate outbuilding to replace existing garden structures. The policy 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 DP29);
- 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.

¹ <https://www.midsussex.gov.uk/media/3406/mid-sussex-district-plan.pdf>

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The proposed single storey garden room will replace existing garden structures and be located - partially - on existing hardstanding. It will be subordinate in form and not viewed from the streetscene. The upper rear windows of 8 Welbeck Drive will view the garden room but it will be in the context of being a replacement structure, in part, but also not an isolated feature due to its adjacency to the two boundaries. A small obscured bathroom window is proposed in the east elevation to provide natural light to the shower room - the lower part of this will be below the top of the fence line and with the existing landscaping, there will be no perceived sense of overlooking.

Consequently, the garden room is considered to accord with Policy DP26 of the District Plan and an acceptable form of development.

Due to the proposed use of the garden room, the applicants are content to accept suitably worded planning conditions to restrict the use to be for family ancillary use only.

Given the foregoing and that there is no conflict with applicable planning guidance, there is the reasonable expectation that planning permission will be approved.

LM/Jul-26