

## Delegated Decision

### Sign off Sheet

|                                              |                                                                                                  |                                        |            |
|----------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------|------------|
| <b>Ref. No:</b>                              | DM/26/0897                                                                                       | <b>Case Officer:</b>                   | Anna Tidey |
| <b>Application Type:</b>                     | Householder Application                                                                          |                                        |            |
| <b>Proposal:</b>                             | Proposed loft conversion with hip to gable extension, rear dormer, Velux windows to front slope. |                                        |            |
| <b>Site:</b>                                 | 32 Potters Lane, Burgess Hill, West Sussex, RH15 9JS, , ,                                        |                                        |            |
| <b>Validation Date</b>                       | 13 Apr 2026                                                                                      | <b>Overall Expiry Date:</b>            | 6 May 2026 |
| <b>Pre-Commencement Conditions Required:</b> |                                                                                                  | <b>Pre-Com Conditions Date Agreed:</b> |            |
| <b>Recommendation:</b>                       | Permission                                                                                       | <b>Recommendation Date:</b>            | 2 Jun 2026 |
| <b>Target Date:</b>                          | 8 Jun 2026                                                                                       | <b>Recommending Officer Signature:</b> | Anna Tidey |

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

|                              |             |              |            |
|------------------------------|-------------|--------------|------------|
| <b>Signed and Agreed By:</b> | Steven King | <b>Date:</b> | 2 Jun 2026 |
| <b>Comments:</b>             |             |              |            |

## **MID SUSSEX DISTRICT COUNCIL**

**DM/26/0897**

**32 Potters Lane, Burgess Hill, West Sussex, RH15 9JS, , ,  
Proposed loft conversion with hip to gable extension, rear dormer, Velux windows to front slope.  
Miss Natalie Wise**

### **SUMMARY OF REPRESENTATIONS**

One representation received, which refers to the shared use of the driveway between Nos 32 and 34 Potters Lane, which is referred to in legal covenants and deeds.

### **CONSULTATIONS**

None.

### **TOWN COUNCIL OBSERVATIONS**

Burgess Hill Town Council: Recommend Approval.

### **INTRODUCTION**

This application seeks planning permission for a proposed loft conversion with hip to gable extension, a new rear dormer and the addition of roof light windows on the front roof slope at No 32 Potters Lane in Burgess Hill.

### **RELEVANT PLANNING HISTORY**

DM/20/4388. Proposed single storey rear extension to replace the existing conservatory. Approved January 2021.

DM/20/3580. Proposed single storey rear extension to replace the existing conservatory. Withdrawn November 2020.

### **SITE AND SURROUNDINGS**

No 32 Potters Lane is a 3 bed semi detached bungalow located on the western side of an established road of similar styled bungalows to the south of Burgess Hill.

Some of the bungalows in the road have undergone alterations and have been extended with dormer and roof extensions.

No 32 is constructed in brick with a concrete tiled roof, and has white upvc windows to the front and side elevations. The brickwork on the front elevation has been painted white.

A rear flat roofed single storey extension has been constructed at the rear of No 32, to adjoin a rear projection with a hipped roofline set down from the main ridge height. The flat roof on the addition extends above the original eaves height of the bungalow. The extension contains a black framed window and patio doors.

The property benefits from off road parking on the partly hard surfaced front garden, and has a single garage located at the rear, which is accessed via a shared driveway with the next door bungalow at No 34 Potters Lane.

## **APPLICATION DETAILS**

The submitted plans show the removal of the side hipped roofline and the construction of a side gable, finished with eternit cedral cladding. The applicant's agent has confirmed that the colour of the cladding is proposed to be blue/grey (Cedral cladding code C10 Blue Grey). A new 6.5m wide by 2.7m high (approx.) flat roofed dormer is proposed on the rear roof slope. This will replace three existing roof lights that serve an existing first floor bedroom. The dormer is shown to be constructed to within 1.15m of the mutual boundary with the adjoining bungalow at No 30, and to within 0.3m (approx.) of the new gable.

The proposed dormer is shown to be finished in cedral cladding. It will contain two 1.5m wide, triple paned windows, which will serve two of the three first floor bedrooms which are to be accommodated within the extended roof space. Three roof lights are proposed in the extended front roof to light the third bedroom, corridor space and a shower room. A new staircase will serve the first floor accommodation, created by reconfiguring the existing hallway by relocating the wall of a ground floor bedroom, to reduce the length of that room by approx. 0.8m.

A Planning Statement was submitted with the application. This was amended during the course of the determination. This explains that the application follows preapplication advice which confirmed that the proposed dormer to the rear does not comply with the permitted development criteria, failing on the 200mm set back from the eaves, as the original eaves have been removed to allow the construction of the single storey rear extension. As such a planning application is required. The statement confirms that there are a number of rear dormers in Potters Lane, and nearby Meadow Lane, Old School Place and Woodcrest Road. Similar examples are referred to at Nos 28 (subject of Lawful Development Certificate application DM/20/1486) , 40 (no application details) and 61 Potters Lane (subject of planning application DM/21/0474) and Nos 3 (no application details) and 7 Meadow Lane (subject of Lawful Development Certificate application DM/23/0150). The statement explains that it is very important for the family to expand the limited facilities to accommodate their growing family and the proposal for additional bedrooms within the roof space will allow this and is important, as currently both children share one bedroom.

## **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  
DP38 Biodiversity

### **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 January 2016.

Policy S4 Parking standards for new developments

## **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 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:

DPS2 - Sustainable Design and Construction

DPS6 - Health and Wellbeing

DPB1 - Character and Design

DPN1 - Biodiversity, Geodiversity and Nature Recovery

DPT4 - Parking and EV 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)*

## **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
- Parking and access
- Biodiversity Net Gain

### **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.

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.

In addition 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.

The proposed roof alteration from a hip to a gable roof form and the associated rear dormer addition and rooflight additions 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, below the ridge level and is inset from the mutual boundary and the end elevation of the gabled roof. As such the addition will not be visible from public vantage points in Potters Lane. It will also reflect the design of other such roof additions and alterations within close proximity to No 32. It is therefore considered that in this location the proposed dormer addition is acceptable in terms of scale, and design.

The bungalow is located in an established residential area of Burgess Hill where the similarly designed bungalows have been extended with a variety of extensions and alterations. The proposed roof and dormer extensions are considered acceptable and the proposed construction materials and external cladding colour are acceptable.

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

### **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.

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.

The adjoining bungalows are No 30 Potters Lane, sited to the north, and No 34 to the south. No 30 Potters Lane has been extended at the rear with the addition of a single storey addition with a hipped roof. This extends level with the depth, and close to the side wall, of the rear addition at No 32.

It is considered that the proposed construction of the rear dormer will not unduly impact upon the outlook or amenities of the occupiers of No 30, given the siting of the rear addition up to the mutual boundary. Whilst the proposed rear dormer will be visible from the rear garden of No 30, as well as from other bungalows and their rear gardens, sited in Meadow Lane, to the west, It is considered that as the rooms proposed in the dormer will be bedrooms there would not be an unacceptable degree of overlooking or adverse impact upon the privacy of the neighbouring residents.

Given the spacing and set back relationship of No 34 to No 32 it is considered that the proposed gable addition will not adversely affect the amenities of the occupiers of that dwelling. The blank end gable with the proposed cladding finish is acceptable. There are no windows proposed to overlook the main entrance door and side facing kitchen window at No 34, which face north towards No 32.

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

### **Parking and access**

The bungalow benefits from off road parking and access off Potters Lane to a small garage at the rear. There is also unrestricted on street parking on Potters Lane.

The proposed development will increase the number of bedrooms in the property from 3 to a maximum of 5, with two further first floor rooms and the retention of two ground floor bedrooms, depending upon their use.

District Plan Policy DP21 and Neighbourhood Plan Policy S4 are relevant in the determination of this application.

District Plan Policy DP21 seeks adequate parking for new developments, taking into account the accessibility of the development and availability of public transport.

Policy S4 of the Burgess Hill Neighbourhood Plan states that permission 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.

West Sussex County Council Guidance on Parking, sets out the maximum parking standards for residential houses. For a 5 bed property in the Meeds and Hammonds Ward in Burgess Hill 2.5 spaces should be provided, whereas a 3 bed dwelling should provide 1.8 spaces.

There are at least two available parking spaces to the front of the dwelling. It is considered that the available parking will accord with the WSCC parking standard requirements for a 5 bed house in this part of Burgess Hill. The proposal accords with the aims of District Plan Policy DP21 and Burgess Hill Neighbourhood Plan Policy S4.

The representation that was received from the adjacent owner of No 34 raises a question over the shared access drive. This is a legal matter and not relevant to the determination of this application. Notwithstanding this it has been confirmed by the applicants that they have reviewed their deeds and their boundaries. They have confirmed that they are aware that the driveway between the two bungalows is shared and that it is to be kept clear at all times for joint access.

### **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 additions and the associated alterations 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 extension and associated alterations will not cause significant 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 and the relevant principles of the Design Guide.

Consequently this application is recommended for approval.

Decision:        Permission

Case Officer: Anna Tidey