

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/0693	Case Officer:	Stefan Galyas
Application Type:	Householder Application		
Proposal:	Proposed loft conversion with velux windows		
Site:	4 Lamin Way, Copthorne, Crawley, West Sussex, RH10 3ZG, , ,		
Validation Date	18 Mar 2026	Overall Expiry Date:	29 May 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	2 Jun 2026
Target Date:	13 May 2026	Recommending Officer Signature:	<i>Stefan Galyas</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	2
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Signed and Agreed By:	<i>Steven King</i>	Date:	3 Jun 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/0693

**4 Lamin Way, Copthorne, Crawley, West Sussex, RH10 3ZG, ,
Proposed loft conversion with velux windows
Mr Ashwin Roa Prasanna Venkateshver**

SUMMARY OF REPRESENTATIONS

There was one letter of representation received in response to the original scheme which sought to support the proposed scheme.

The proposal was subsequently revised to omit the dormer and propose new rooflights. One further letter of representation was received in response which raised no objection.

SUMMARY OF CONSULTEES

None received.

TOWN/PARISH COUNCIL OBSERVATIONS

Parish Council: *'Defer to Officer, noting any covenants that may affect the development'*

INTRODUCTION

The application seeks planning permission for the addition of various velux rooflights to the property.

RELEVANT PLANNING HISTORY

13/04127/OUTES - Outline planning application for up to 500 homes, a primary school and doctors surgery, up to 15,500sqm employment floorspace (B1c light industry/B8 storage and distribution), public open space, allotments, associated landscaping, infrastructure (including sub stations and pumping station) and pedestrian and cycle access, with a principal vehicular access from the A264 and a secondary vehicular access from Shipley Bridge Lane with all matters reserved except for access. (Further highway and transport information received 7th May 2014.). Permission 25.05.2016.

DM/18/4321 - Reserved Matters application for the approval of the layout, scale, appearance, landscaping, and internal access for residential phases 1 and 2 pursuant to condition 1 (reserved matters) of outline planning permission 13/04127/OUTES, comprising 303 residential dwellings, public open space, car parking, and associated infrastructure works. Amended plans received 22/03/2019 showing revisions to the elevational design of dwellings within phase 1. Permission 03.06.2019.

SITE AND SURROUNDINGS

The application relates to 4 Lamin Way, a semi detached two storey residential dwelling which is set within the western corner of the junction and features a cross pitched roof form. The dwelling is afforded garden amenity space to the rear with brick pillars and gates acting as the boundary treatment. In terms of external materials, the existing dwelling is composed of brick exterior walls, a tiled roof and dark framed windows.

With regard to the site's locality, there are several other new build estate style dwellings which appear to be of a comparable design to one another. Brick detailing and front projecting gables adds visual interest throughout the streetscene.

The site is set within the Copthorne settlement boundary as defined by the District Plan.

APPLICATION DETAILS

The proposal would add a total of four new rooflights to the various roofslopes throughout the property. The proposed rooflights would be velux units.

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 Copthorne 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

Copthorne Neighbourhood Plan (Made June 2021)

Relevant Policies:

CNP1.2 Local Amenities

CNP1.6 Building Extensions

Mid Sussex District Plan 2021-2039 Consultation Draft

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'*

Policy CNP1.6 of the Copthorne Neighbourhood Plan is considered to have similar ethos and supports developments which utilise compatible materials with the existing buildings among other matters.

With regard to loft conversions and roof extensions, Principle DG52 notes 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. 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.

The proposed rooflights would introduce a new feature to the property which is considered to be set within a relatively prominent position within the estate by virtue of its corner plot location. It is considered that there are some rooflights visible in the distance to some properties rear elevations when looking towards the northwest from the application site.

It is considered that the proposed rooflights would be relatively small in size and overall quantity. Accordingly, the rooflights would not significantly dominate the original roof slope and would allow for this to still be appreciated. Whilst this would introduce a new feature to the property, it is not considered that the application could reasonably be resisted on this basis. As such, the proposed rooflights are considered to result in an acceptable visual impact.

The proposed development is considered to comply with the provisions of DP26 of the District Plan, Policy CNP1.6 of the Copthorne Neighbourhood Plan and the Mid Sussex Design Guide.

Impact on Neighbouring Amenities

Policy CNP1.2 of the Copthorne Neighbourhood Plan states that proposals should not cause 'unacceptable harm' to 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 CNP1.2 of the Copthorne Neighbourhood Plan 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.

The proposed rooflights would serve a new converted loft area and the rooflights to the western roof pitch would look out towards the adjoining neighbouring dwelling at No.6. It is considered that the proposed rooflights would have a limited degree of outlook and the proposed en-suite rooflight would likely offer views into No.6's garden from an oblique angle. However, it is not considered that the addition of these rooflights would result in direct overlooking.

Accordingly, the proposal is considered to comply with the provisions of Policy CNP1.2 of the Copthorne Neighbourhood 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.

The West Sussex County Council guidance for residential development states that for proposals within Copthorne and Worth which increase the quantum of bedrooms from three to four as proposed would not be required to demonstrate an additional allocated parking space. It is considered that the existing parking arrangement falls short of the allocated parking requirement with the integral garage falling below the dimensions to be considered a parking space whilst a single off road parking space is provided within the driveway to the north of the property. Accordingly, the proposal would not increase the deficit in allocated parking spaces.

The proposed development is considered to result in an acceptable impact with regard to its impact on highways. The proposal would therefore comply with the provisions of DP21 of the 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 appropriate in terms of design and will not negatively impact on the host dwelling nor its immediate setting and will not harm neighbouring amenities.

The proposal will comply with Policies DP21 and DP26 of the District Plan, Policies CNP1.2 and CNP1.6 of the Copthorne Neighbourhood Plan, the MSDC Design Guide and the requirements of the NPPF.

Decision: Permission

Case Officer: Stefan Galyas