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For Official use

App No:

Date Rec:

Fee:



Application for a Non-Material Amendment Following a Grant of Planning Permission

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

Description of site location must be completed if postcode is not known:

Easting (x)

Northing (y)

Description

Applicant Details

Name/Company

Title

Ms

First name

Jen

Surname

Blundell

Company Name

Address

Address line 1

Forest View House

Address line 2

Haywards Heath Road

Address line 3

Town/City

Balcombe

County

Country

GB

Postcode

RH17 6NZ

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Eligibility

Does the applicant have an interest in the part of the land to which this amendment relates?

- ☒ Yes
☐ No

If the applicant is not the sole owner, has notification under Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) been given?

- ☐ Yes
☐ No
☒ Not applicable

Description of Your Proposal

Please provide the description of the approved development as shown on the decision letter

Replacement of doors and windows to annex and kitchen to the property, erection of pergola and convert an existing outbuilding by replacing the existing frame to become part of the existing annexe.

Reference number

DM/25/1539

Date of decision

21/08/2025

What was the original application type?

Full planning permission

For the purpose of calculating fees, which of the following best describes the original development type?

- ☒ **Householder development:** Development to an existing dwelling-house or development within its curtilage
☐ **Other:** Anything not covered by the above category

Non-Material Amendment(s) Sought

Please describe the non-material amendment(s) you are seeking to make

To make a minor tweak solely to the dimensions of one window, and one door.

All technical specifications, manufacturing details and buildings regs remain the same as on the approved application.

The design is as per the 'Pavillion - Fabco' shown in 'Supporting Statement - external materials proposed', dated 12 Aug 2025, with indicative dimensions having been provided in the doc 'Latest plan - doors and windows details', dated 18 Aug 2025.

Item 1: French doors: reduce from 3000mm wide to 2400mm wide (net reduction = 600mm, effectively 300mm reduction on each side - making it more proportional to the space).

Item 2: Kitchen window: reduce size from 1800mm wide to 1400mm wide (net reduction = 400mm reduction). Reduce height from 1000mm to 900mm (net change = 100mm reduction).

Please state why you wish to make this amendment

The updated dimensions are more proportionate in size to the space in both cases, but the changes are not visibly or structurally significant.

Are you intending to substitute amended plans or drawings?

- ☒ Yes
☐ No

If yes, please complete the following details

Old plan/drawing numbers

Latest plan - Doors and Windows Details, dated 18/08/2025

New plan/drawing numbers

Latest plan - Updated Doors and Windows details and dimensions

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- ☒ Yes
☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ☐ The agent
☒ The applicant
☐ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- ☒ Yes
☐ No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

N/Ae

Date (must be pre-application submission)

08/06/2026

Details of the pre-application advice received

Provided details of proposed minor adjustments to the dimensions of the windows/doors. Advised that "In my informal opinion, given the design, style and materials of the doors and window are to remain the same, the reduction in width and height of the window and the width of the doors would not be visually noticeable from the approved plans and therefore a non-material amendment application can be sought to regularise the amendments listed rather than a new householder application."

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
- ☒ No

Declaration

I/We hereby apply for Non-Material Amendment as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Jen Blundell

Date

09/06/2026