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For Official use

App No:

Date Rec:

Fee:



Application for Approval of Details Reserved by Condition

Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation Areas) 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

42

Suffix

Property Name

Address Line 1

Ferndale Road

Address Line 2

Address Line 3

West Sussex

Town/city

Burgess Hill

Postcode

RH15 0HG

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

Easting (x)

531968

Northing (y)

118448

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

Secondary number

Fax number

Email address

Description of the Proposal

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

Demolition of existing conservatory and replacement with proposed single storey side and rear extension. Proposed new side entrance door with canopy over. Proposed fenestration alterations.

Reference number

DM/24/2034

Date of decision (date must be pre-application submission)

15/10/2024

Please state the condition number(s) to which this application relates

Condition number(s)

Condition 6: Windows
Condition 7: External door

Has the development already started?

- ☒ Yes
☐ No

If Yes, please state when the development was started (date must be pre-application submission)

08/07/2025

Has the development been completed?

- ☐ Yes
☒ No

Part Discharge of Conditions

Are you seeking to discharge only part of a condition?

- ☐ Yes
☒ No

Discharge of Conditions

Please provide a full description and/or list of the materials/details that are being submitted for approval

- Condition 6: Windows - We are submitting details in relation to all the new and altered windows comprised in relation to the proposed development. The windows are to be constructed in timber.
- Condition 7 - external doors - we are submitting details in relation to the two new proposed external doors. The doors are to be constructed in timber.

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

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

DM/25/1189

Date (must be pre-application submission)

12/06/2025

Details of the pre-application advice received

I am writing further to our site meeting on 12th June regarding the above enquiry, which was also attended by our Conservation Officer.

In our meeting it was advised that the issues with the glazing had been resolved and no changes were now proposed to the approved plans. We therefore discussed the conditions that required discharging and the information that would be required for each. For reference I have attached to this email a copy of the decision notice and will go through the relevant conditions in turn. Please be advised that where we have not requested information to be supplied, the condition does not need to be discharged.

Condition 3: Materials

This condition requires the details to be supplied of the roofing and facing materials. We would require details of the colour, material and manufacturer to be specified, so it is clear to us the product and finish it would have. This can include weblinks to the relevant manufacturers' product or photographs of samples. I have attached to this email a copy of a materials schedule as an example.

Condition 6: Windows

We require a typical drawing for each type of window that is to be installed, which should include an elevation and a section drawing. The purpose of the section is so that we can understand the dimensions and profile of the framing, and the depth and arrangement of the glazing bar. If it helps, you are welcome to label the relevant window on the approved elevations to show which of the windows drawings relate to it (e.g. a,b,c).

Condition 7: External door

The information supplied would be similar to that for condition 6. As discussed, I would informally advise that there would be no issue with a stable door being installed, subject to detail. It was also recommended that the door should include panels.

Condition 8: Eaves

This condition would require a drawing showing the typical details of the eaves to be submitted. Please ensure that the drawing corresponds with the materials information provided in condition 3, for consistency.

Declaration

I/We hereby apply for Approval of details reserved by a condition (discharge) 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

Matthew Pomfret

Date

17/07/2025