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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

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

Mrs

First name

Hermione

Surname

Rose Donegan

Company Name

na

Address

Address line 1

Highbrook Cottage

Address line 2

Hammingden Lane

Address line 3

Town/City

Ardingly

County

West Sussex

Country

Postcode

RH17 6SS

Are you an agent acting on behalf of the applicant?

- ☒ Yes
- ☐ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of the Proposal

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

Improvement Works to Existing Dwelling and Construction of New Outbuilding: - Alterations to the existing entrance porch, including the installation of a new front door. - Installation of new and replacement windows, along with new glazed doors to the rear and side elevations. - Addition of a low-level rooflight to the side elevation. - Construction of a new detached outbuilding to provide a garden office with ancillary storage.

Reference number

DM/25/1271

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

10/09/2025

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

Condition number(s)

Condition 3, which requires the submission of detailed drawings of the proposed external windows and doors to the existing dwelling, including sections, materials and finishes.

Has the development already started?

☒ Yes

☐ No

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

25/10/2025

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

Discharge of Condition 3 (Windows and Doors) of planning permission DM/25/1271.

Submission of detailed drawings of the proposed external windows and doors to the existing dwelling, including plans, elevations and sections. The submitted details include materials, finishes, glazing specification and ironmongery together with location plans identifying each opening on the approved elevations.

Submitted drawings:

HC-300 – WD01 Front Door & Window

HC-302 – WD02 Side Window

HC-303 – WD03 French Doors

HC-304 – WD04 & WD05 Single Glazed Doors

Supporting Document - Highbrook Cottage – Condition 3 Discharge Submission (June 2026)

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

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

Andre Ford

Date

10/06/2026