

Householder Application for Planning Permission for works or extension to a dwelling

Your Data

Form reference	4347-8503-3534-5774
Payment reference	9e9e-2146-fa72-f7a2

Applicant Details

Applicant name and address	
Title	Mr and Mrs
Your Name	
First name	Andrew & Caroline
Last name	Cloke
Phone number	
Email address	
Confirm email address	
Applicant address	
Street address	18 Monks Meadow
Street address line 2	Ardingly, HAYWARDS HEATH
Town/Village	Haywards Heath
County	West Sussex
Postcode	RH17 6DZ

Agent Details

Agent Details	
Are you using an Agent?	no
Agent name	

Description of the Proposed Works

Description of the Proposed Development	
DEVELOPMENTDESCRIPTION	Conversion of one half of detached garage block to form office / stu
Has this work already started?	No
Workstarted	
Has the work already been completed?	No

Full Site Address

Location - Full address of site

Full address of site	
Street address	18 Monks Meadow
Street address line 2	Ardingly, HAYWARDS HEATH
Town/Village	Haywards Heath
County	West Sussex
Postcode	RH17 6DZ

Pedestrian and vehicle access, roads and rights of way

Pedestrian and vehicle access, roads and rights of way	
Is a new or altered vehicle access proposed to or from the public highway?	no
Is a new or altered pedestrian access proposed to or from the public highway?	no
Do the proposals require any diversions, extinguishments and/or creation of public rights of way?	no

TREESANDHEDGES

Trees and Hedges	
Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your proposed development?	No
Will any trees or hedges need to be removed or pruned in order to carry out your proposal?	No
Will the proposed works affect existing car parking arrangements?	Yes
Please describe	The development will result in the loss of one garage space at the application s

Authority Employee or Member

Authority Employee or Member	
With respect to the authority, I am:	None

Materials

#1.0
MATERIALS

Usage	Windows
Existing material	None
Proposed material type	UPVC double glazed
Proposed material colour	White to match colour used at main dwelling.

Additional Information

Label	
Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?	No

Ownership Certificates

Ownership Certificates	
Certificate Provided	Certificate A
Label	

Ownership Certificates

#	
Owners/Agricultural Tenants	
Name of owner/agricultural tenant	Mr Andrew Cloke and Mrs Caroline Cloke
Address	18 Monks Meadow, Ardingly, Haywards Heath, RH17 6DZ
Date noticed served	31/08/2025

Ownership Certificates

Type applicant/agent name to indicate agreement	Applicant
Date noticed served	31/08/2025

Checklist

Checklist	
Location plan	file/B400B6BE-6385-48C5-9140-EF3CD764EFDD/files.zip
Block Plan	file/D82439F4-F58D-46F4-8E87-B274932B4B32/files.zip
Plans or drawings of the development.	file/6F92139A-2C87-4A51-B75E-F6080BDE3638/files.zip

Site Visit

Site Visit	
Can the site be seen from a public road, public footpath, bridleway or other public land?	Yes
If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?	Applicant

Declaration

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Type of householder?	Householder Non Ancillary Works
Fee	
Total charge (inc VAT)	262
I am exempt from payment	No
Declaration	
I/we hereby apply for planning permission/consent as described in this form 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.	Yes
Date	31/08/2025

Submit
