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For Official use

App No: .....

Date Rec: .....

Fee:

## Application for 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

Mr

First name

Dan

Surname

Higgins

Company Name

Hurstpierpoint College Limited

### Address

Address line 1

Hurstpierpoint College

Address line 2

College Lane

Address line 3

West Sussex

Town/City

Hurstpierpoint

County

West Sussex

Country

UK

Postcode

BN6 9JS

Are you an agent acting on behalf of the applicant?

Yes

No

### Contact Details

Primary number

07834611763

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

07834611763

Secondary number

Fax number

Email address

danny.barker@bsclimited.co.uk

## Site Area

What is the measurement of the site area? (numeric characters only).

88847.00

Unit

Sq. metres

## Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

### Description

Please describe details of the proposed development or works including any change of use

Erection of four residential dwellings (2 no. two-bedroom and 2 no. three-bedroom staff accommodation units) with associated parking, landscaping, access improvements, and sustainable drainage measures, on land east of Malthouse Lane. The development is to provide essential on-site housing for staff at Hurstpierpoint College. No change of use is proposed.

Has the work or change of use already started?

Yes

No

## Existing Use

Please describe the current use of the site

The site is currently undeveloped land within the curtilage of Hurstpierpoint College, comprising scrub grassland and tree cover. It is not in active use but forms part of the wider College estate. No formal change of use is required as the proposed staff accommodation is ancillary to the existing educational use of the site.

Is the site currently vacant?

- Yes  
 No

If Yes, please describe the last use of the site

The site is currently vacant. It comprises unmanaged open ground within the Hurstpierpoint College estate, with no buildings or active operational use.

When did this use end (if known)?

dd/mm/yyyy

**Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.**

Land which is known to be contaminated

- Yes  
 No

Land where contamination is suspected for all or part of the site

- Yes  
 No

A proposed use that would be particularly vulnerable to the presence of contamination

- Yes  
 No

## Materials

Does the proposed development require any materials to be used externally?

- Yes  
 No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

**Type:**  
Walls

**Existing materials and finishes:**

**Proposed materials and finishes:**  
Ground Floor: Red facing brickwork to complement the surrounding context. First Floor / Upper Sections: Clay hanging tiles in traditional red/orange tones to match the roof and local vernacular, used as a feature cladding material on upper elevations to enhance architectural continuity. All to match Ruckford House.

**Type:**  
Roof

**Existing materials and finishes:**

**Proposed materials and finishes:**  
Natural clay plain tiles in a traditional red/orange tone to complement local vernacular architecture.

**Type:**  
Windows

**Existing materials and finishes:**

**Proposed materials and finishes:**  
Timber flush casement windows (heritage-style, white with aluminium clad in white) with no external trickle vents.

**Type:**  
Other

**Other (please specify):**  
Rainwater Goods:

**Existing materials and finishes:**

**Proposed materials and finishes:**  
Black metal gutters and downpipes (heritage-style), surface-mounted with rise-and-fall brackets.

**Type:**  
Doors

**Existing materials and finishes:**

**Proposed materials and finishes:**  
Entrance doors to be aluminium-clad timber in red (heritage appearance).

**Type:**  
Boundary treatments (e.g. fences, walls)

**Existing materials and finishes:**

**Proposed materials and finishes:**  
Low-level post and rail timber fencing to denote ownership and soft boundary definition, along with native species hedgerow planting.

**Type:**  
Vehicle access and hard standing

**Existing materials and finishes:**

**Proposed materials and finishes:**  
Permeable macadam driveways and parking areas. Concrete kerbs and minimal tarmac for access crossover (to Highways Authority specification).

**Type:**

Other

**Other (please specify):**

Other

**Existing materials and finishes:**

**Proposed materials and finishes:**

Air Source Heat Pumps (ASHPs) discreetly located adjacent to each dwelling. Roof-mounted photovoltaic (PV) panels installed on rear roof slopes to optimise solar gain and minimise visual impact. Timber garden sheds for cycle and refuse storage, located to rear garden areas

Are you supplying additional information on submitted plans, drawings or a design and access statement?

Yes

No

If Yes, please state references for the plans, drawings and/or design and access statement

List of Submitted Supporting Documents

A. Drawings and Plans

719 AL99 – Location & Block Plans

719 AL100 – Site Plan – Existing

719 AL200 – Site Plan – Proposed

719 AL201 – Plans Plots 3 and 4 – Proposed

719 AL202 – Elevations Plots 3 and 4 – Proposed

719 AL203 – Sections 3 and 4 – Proposed

719 AL204 – Plans Plots 1 and 2 – Proposed

719 AL205 – Elevations Plots 1 and 2 – Proposed

719 AL206 – Sections 1 and 2 – Proposed

719 AL207 – Contextual Elevations – Proposed

B. Design and Access / Planning Statements

11. 719 Planning and DAS Statement.docx

(Combined Planning, Design & Access Statement including policy, layout, appearance, landscaping, sustainability, programme and justification)

C. Ecology and Biodiversity

12. Preliminary Ecological Appraisal (Arbtech, 28 March 2025)

13. Biodiversity Net Gain Assessment (Arbtech, 29 May 2025)

14. Statutory Biodiversity Metric Calculation Tool (Excel) – 12 October 2025

D. Arboriculture

15. Arboricultural Survey to BS5837:2012 (Arbtech, 02 May 2025)

16. Arboricultural Method Statement (Arbtech, 23 May 2025)

E. Flood and Drainage

17. Flood Risk Assessment and Drainage Strategy (HOP Consulting, July 2025)

**Pedestrian and Vehicle Access. Roads and Rights of Way**

Is a new or altered vehicular access proposed to or from the public highway?

- Yes
- No

Is a new or altered pedestrian access proposed to or from the public highway?

- Yes
- No

Are there any new public roads to be provided within the site?

- Yes
- No

Are there any new public rights of way to be provided within or adjacent to the site?

- Yes
- No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

- Yes
- No

## Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- Yes
- No

Please provide information on the existing and proposed number of on-site parking spaces

### Vehicle Type:

Cycle spaces

### Existing number of spaces:

0

### Total proposed (including spaces retained):

12

### Difference in spaces:

12

### Vehicle Type:

Cars

### Existing number of spaces:

3

### Total proposed (including spaces retained):

11

### Difference in spaces:

8

## Trees and Hedges

Are there trees or hedges on the proposed development site?

- Yes
- No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

- Yes  
 No

**If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.**

## Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- Yes  
 No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- Yes  
 No

Will the proposal increase the flood risk elsewhere?

- Yes  
 No

How will surface water be disposed of?

- Sustainable drainage system  
 Existing water course  
 Soakaway  
 Main sewer  
 Pond/lake

## Biodiversity and Geological Conservation

**Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?**

**To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.**

a) Protected and priority species

- Yes, on the development site  
 Yes, on land adjacent to or near the proposed development  
 No

b) Designated sites, important habitats or other biodiversity features

- Yes, on the development site  
 Yes, on land adjacent to or near the proposed development  
 No

c) Features of geological conservation importance

- Yes, on the development site  
 Yes, on land adjacent to or near the proposed development  
 No

## Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

## Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in [Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 \(as amended\)](#)) would apply?

- Yes  
 No

Please provide the pre-development biodiversity value of onsite habitats on the date of calculation

0.27

Please provide the date the onsite pre-development biodiversity value was calculated

18/09/2025

Note: This should be either the date of the application, or an earlier proposed date

If an earlier date, to the date of the planning application, has been used, please provide details why this date has been used

The pre-development biodiversity value was calculated based on a site inspection undertaken on 18/09/2025 by a qualified ecologist. This date reflects the most accurate and up-to-date baseline assessment available prior to submission of the planning application. The site has not materially changed since the survey was undertaken.

When was the version of the biodiversity metric used published?

27/03/2024

Please provide the reference or supporting document/plan names for the:

- Biodiversity metric calculation
- Onsite irreplaceable habitats (if applicable)
- Onsite habitats existing on the date of the application for planning permission (if applicable)

**Document/Plan:**

Biodiversity metric calculation

**Document name/reference:**

Statutory Biodiversity Metric Calculation Tool (Excel) – 12 October 2025

Note: You must supply a complete biodiversity metric calculation with your application. Plans must be drawn to an identified scale, and show the direction of North.

Has there been any loss (or degradation) of any onsite habitat(s), resulting from activities carried out before the date the onsite pre-development biodiversity value was calculated. Either:

- on or after 30 January 2020 which were not in accordance with a planning permission; or
- on or after 25 August 2023 which were in accordance with a planning permission?

- Yes  
 No

Does the development site have irreplaceable habitats (corresponding to the descriptions in [Column 1 of the Schedule in the Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations \(2023\)](#)) which are:

- i. on land to which the application relates; and
- ii. exist on the date of the application for planning permission, (or an earlier agreed date)

- Yes  
 No

## Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains sewer  
 Septic tank  
 Package treatment plant  
 Cess pit  
 Other  
 Unknown

Are you proposing to connect to the existing drainage system?

- Yes  
 No  
 Unknown

If Yes, please include the details of the existing system on the application drawings and state the plan(s)/drawing(s) references

Drawing Ref: 719-AL-100 – Proposed Site Plan with Drainage Overlay

## Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- Yes  
 No

If Yes, please provide details:

Each proposed dwelling includes a designated bin storage area located within the plot boundary and positioned to allow convenient access for residents and refuse collection. The storage areas are designed to accommodate separate bins for general waste, recycling, and food waste, in accordance with Mid Sussex District Council's waste collection requirements.

Bin storage locations are shown on the submitted Proposed Site Plan – Drawing Ref: 719-AL-100.

Have arrangements been made for the separate storage and collection of recyclable waste?

- Yes  
 No

If Yes, please provide details:

Yes, each dwelling has been designed with provision for separate storage of recyclable waste in accordance with Mid Sussex District Council's requirements. The bin storage areas allow space for recycling bins alongside general waste and food waste bins. These areas are conveniently located for residents and accessible for collection crews, as shown on the submitted Proposed Site Plan – Drawing Ref: 719-AL-100.

## Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

Yes

No

## Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

Yes

No

**Please note: This question is based on the current housing categories and types specified by government.**

If your application was started before 23 May 2020, the categories and types shown in this question will now have changed. We recommend that you review any information provided to ensure it is correct before the application is submitted.

## Proposed

Please select the housing categories that are relevant to the proposed units

Market Housing

Social, Affordable or Intermediate Rent

Affordable Home Ownership

Starter Homes

Self-build and Custom Build

## Market Housing

Please specify each type of housing and number of units proposed

### Housing Type:

Houses

**1 Bedroom:**

0

**2 Bedroom:**

2

**3 Bedroom:**

2

**4+ Bedroom:**

0

**Unknown Bedroom:**

0

**Total:**

4

**Proposed Market Housing  
Category Totals**

1 Bedroom Total

0

2 Bedroom Total

2

3 Bedroom Total

2

4+ Bedroom Total

0

Unknown  
Bedroom Total

0

Total

4

## Existing

Please select the housing categories for any existing units on the site

- Market Housing
  - Social, Affordable or Intermediate Rent
  - Affordable Home Ownership
  - Starter Homes
  - Self-build and Custom Build
- 

## Totals

Total proposed residential units	<input type="text" value="4"/>
Total existing residential units	<input type="text" value="0"/>
Total net gain or loss of residential units	<input type="text" value="4"/>

## All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?  
Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

- Yes
- No

## Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

- Yes
- No

### Existing Employees

Please complete the following information regarding existing employees:

Full-time

Part-time

Total full-time equivalent

### Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time

Part-time

0

Total full-time equivalent

8.00

## Hours of Opening

Are Hours of Opening relevant to this proposal?

- Yes  
 No

## Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

- Yes  
 No

Is the proposal for a waste management development?

- Yes  
 No

## Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

- Yes  
 No

## 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

Mr

First Name

Andy

Surname

Watt

Reference

DM/24/0769

Date (must be pre-application submission)

21/03/2024

Details of the pre-application advice received

Pre-application consultation was undertaken with Mid Sussex District Council's planning team. The officers advised that, in principle, the development of the site for residential staff housing was acceptable. They confirmed that a formal planning application would be supported, subject to detailed assessment of design, layout, highways access, and biodiversity mitigation. It was noted that careful consideration should be given to the landscape setting, the relationship with adjacent heritage assets, and appropriate tree retention and replanting.

## 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

## Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- Yes  
 No

Is any of the land to which the application relates part of an Agricultural Holding?

Yes

No

## Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\*

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

**NOTE:** You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

The Applicant

The Agent

Title

Mr

First Name

DANIEL

Surname

BARKER

Declaration Date

01/07/2025

Declaration made

## Declaration

I/We hereby apply for Full planning permission 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

DANIEL BARKER

Date

13/10/2025

