

Tom Tanner, 38 Third Avenue, Worthing, West Sussex, BN14 9NZ

Development Management
Mid Sussex District Council
Oaklands
Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

27th August 2026

Dear Planning Team,

4 Cantelupe Mews, 37-39 Cantelupe Road, East Grinstead, West Sussex, RH19 3BG – Prior approval for change of use from Class E to create 2 residential units (alternative proposal to prior approval: DM/25/2603)

On behalf of Shujat Khan, I'm pleased to submit a planning application for the above.

The application has been submitted via the Planning Portal (REF: PP-15191449). In addition to the completed, signed and dated forms, the application comprises the following:

Document / Drawing Title	Reference Number / Date
Location and Block Plan	WPD6425/A/01 C
Existing Ground and First Floor Plans	WPD6425/A/10 B
Approved Floor Plans	PL_010_260803
Proposed Floor Plans	PL_110_260803

This application follows the grant of prior approval: DM/25/2603. The previous prior approval remains extant and establishes the principle of the change of use of the building to 2 x residential units.

The current proposal seeks approval for amendments to the layout of the 2 units. The changes are necessary to ensure compliance with the building regulations. The amendments involve internal reconfiguration only. The amended scheme continues to provide 1 bed units and results in a scheme that is materially the same as the extant approval and in accordance with the previous description of development.

This application also follows discussions with the case officer between 29th June 2026 and 18th August 2026. The discussions focused on the procedure for amending the layouts of the units. The decision notice for the extant prior approval includes informatives rather than planning conditions. The case officer considered that, whilst the proposed amendments were likely to be acceptable, the changes could not be secured by way of a minor amendment (s73) application. It was therefore agreed to submit a fresh prior approval application in order to secure the internal layout changes.

The current scheme continues to make use of the existing windows, with all habitable rooms benefiting from natural light. The impacts of the proposal otherwise remain unchanged to the extant

prior approval.

I look forward to receiving acknowledgement of receipt of the application in due course.

If you have any questions or if you require any additional information, please contact me.

