

Lawful Development Certificate -Proposed

Application No: DM/25/1684	Date Received: 01.07.2025
Portal No: PP-14136907	Validation Officer: Christine Pound

Site Address: 2 Watermead, Balcombe, Haywards Heath, West Sussex, RH17 6EY		
Description: The proposed work includes a garage conversion into home office space.		
Charge categories:		
Fee required: £264	Date paid in full:	01/07/2025
Description suitable and fees correct	Initial: ...CP....	Date: ...02/07/2025....

Special Constraints			
Major Housing (10+ dwellings)	☐ /No	Major (1000sq m+ floorspace)	☐ /No
Major (1ha Site Area)	☐ /No	Environmental Statement (30 day consultation)	☐ /No
Balcombe Conservation Area - YES			
Setting of Conservation Area	☐ /No	Setting of Listed Building	☐ /No
Special due to CA, LB or Major	☐ /No	Special due to Departure/Other *Complete after allocation to PO	Yes/No

Other Constraints	
Great Crested Newt IRZ - Red Zone - YES	
High Weald AONB - YES	

Cross Boundary	☐ /No	Minerals and Waste	☐ /No
MSDC Land Ownership	☐ /No	Other	☐ /No
Relevant Planning History	☐ /No	Ref:	Officer:
MyMaps and Planning History checked		Signed: ...CP.... Date: ...02/07/2025....	

	Date	Signed		Date	Signed
Registered	02/07	CP	Acknowledged		
Invalid sent	-----	-----	Weekly List Sheet		
Invalid chase sent	-----	-----	Consultations		
Marked Valid in Uniform	-----	-----	Neighbours		
Indexed/scanned	02/07	CP	Site Notice		
Sent for Allocation	02/07	CP	EIA Checklist		
Valid Date	01/07	CP	File Completed		

Validation

National Requirements

- ☐ Application form
 - ☐ Ownership/agricultural cert. signed
 - ☐ Fully completed
- ☐ Location Plan
 - ☐ To suitable scale
 - ☐ Red line around boundary
 - ☐ Not copyright protected
 - ☐ Nearby roads/features shown
- ☐ Fire Statement
 - ☐ multi-occupied residential buildings of 18m or more in height, or 7 or more storeys
- ☐ Block plan
 - ☐ To suitable scale
 - ☐ Red line around property boundary
 - ☐ Neighbouring properties shown
 - ☐ Proposal clearly indicated
- ☐ Design and access statement
 - ☐ 1 or more dwelling in Conservation Area
 - ☐ Building with 100m²+ floorspace in Conservation Area
 - ☐ Listed Building Consent

Drawings

- ☐ Existing elevations
 - ☐ To scale
 - ☐ All sides of building where changes will be made and/or;
 - ☐ For all buildings to be demolished
 - ☐ Tally with existing floorplans
- ☐ Existing floorplans
 - ☐ To scale
 - ☐ All floors where changes will be made and/or
 - ☐ For all buildings to be demolished
- ☐ Proposed elevations
 - ☐ To scale
 - ☐ All sides of building where changes will be made and/or;
 - ☐ Tally with proposed floorplans
 - ☐ All changes shown included within description
- ☐ Proposed floorplans
 - ☐ To scale
 - ☐ All sides of building where changes will be made and/or;
 - ☐ Tally with proposed elevations
 - ☐ All changes shown included in description.
- ☐ Existing and proposed sections
 - ☐ To scale
 - ☐ All areas where significant changes in site levels are proposed e.g bunds, pools, landscaping works etc.
 - ☐ Shows reasonable section of site (i.e. showing all major areas of change and/or area of most significant change)

Local Requirements

- ☐ Affordable Housing Statement
- ☐ Air Quality Assessment
- ☐ Biodiversity Survey/Report
- ☐ Flood Risk Assessment
- ☐ Foul Sewage and Surface Water Assessment
- ☐ Heritage Statement
- ☐ Land Contamination Assessment
- ☐ Lighting Assessment
- ☐ Noise Impact Assessment
- ☐ Open Space Assessment
- ☐ Planning Obligation Instruction Form
 - ☐ Net increase of 5+ units or where affordable housing is required
 - ☐ 1+ dwellings within 7km Ashdown Forest Buffer Zone
- ☐ Planning Statement
- ☐ Stage 1 Safety Audit
- ☐ Statement of Community Involvement
- ☐ Structural Survey
- ☐ Sustainability Statement
- ☐ Telecommunication Supplementary Info.
- ☐ Town Centre Impact Assessment
- ☐ Transport Assessment
- ☐ Travel Plan
- ☐ Tree Survey
- ☐ Ventilation and Extraction Statement

Allocation

Application Number:	DM/25/1684	Departure:	Yes/No
Case Officer:		Special?	Yes/No
		EIA Checklist required:	Yes/No

Notes for Service Support	Notes for Planning Officer		
Consultees: Mid Sussex ☐ Architectural Advisor (Emily) (MP18) ☐ Better Mid Sussex Planning Leader (MP10) ☐ Contaminated Land Officer (MP11) ☐ Flood Risk and Drainage Team (MP09) ☐ Environmental Protection (MP08) ☐ Housing Enabling Team (MP07) ☐ Housing Standards – Cassy Foster (MP23) ☐ Leisure (MP05) ☐ Parks and Landscape Team (MP20) ☐ Planning Policy (MP04) ☐ Trees and Landscape Officer (MP02) ☐ Urban Designer (MP03) ☐ Corporate Estates (MP16) ☐ Sustainability Officer (MP22) ☐ Leisure – Play Areas (MP24) ☐ Waste Management Team (MP17) West Sussex ☐ County Planning Officer (CP01) ☐ County Rights of Way Officer (CP11) ☐ Drainage Strategy Team (CP14) ☐ Gypsy and Caravan Liaison Officer (CP17) ☐ Highways (CP05) ☐ Social Services (CP13) ☐ Minerals and Waste (CP16) ☐ West Sussex Fire & Rescue Service (DP89) ☐ WSCC Fire Brigade – Battery Energy Storage Sites (DP115) Environmental ☐ Ecology – Essex County Council (DP114) ☐ Heritage Environment – Essex CC (DP113) ☐ Landscape – Essex County Council (DP112) ☐ High Weald Forum (DP44) ☐ Natural England (DP25) ☐ NatureSpace Partnership – Newts (DP121) ☐ Ramblers Association (DP61) ☐ Sussex Badger Society (DP62) ☐ Sussex Bat Group (DP63) ☐ Sussex Wildlife Trust (DP58) ☐ The Open Spaces Society (DP66) ☐ The Woodland Trust (DP65) ☐ The Gardens Trust (DP103) ☐ SoS (Reg 19 EIA Regs 2017) (DP108)	Historic Buildings ☐ English Heritage (DP16) ☐ National Amenity Societies (DP100) ☐ Royal Commission on Historic Monuments (DP21) Other ☐ Active Travel England (DP120) ☐ Aerodrome Safeguarding Shoreham (DP50) ☐ Brighton & Hove CC (DP30) ☐ Crawley BC (DP31) ☐ EDF Energy (DP40) ☐ Environment Agency (DP10) ☐ Gatwick Airport Safeguarding (DP28) ☐ Gypsy and Traveller Forum (DP101) ☐ National Highways (DP06) ☐ Health and Safety Executive (DP106) ☐ Horsham DC (DP32) ☐ HSE – Hazardous Substances (DP24) ☐ HSE – NSIP & DNS Apps (DP106) ☐ Judy Pointing – Community Dev. Manager (DP102) ☐ Lewes DC (DP33) ☐ ADAS Planning – Agricultural Consultant (DP116) ☐ Ministry of Defence (DP90) ☐ National Air Traffic Services (DP49) ☐ Network Rail & Tunnel Locations (DP27) ☐ Planning Gateway One – 7 storeys+ (DP122) ☐ South East Water (DP64) ☐ Southern Gas Networks (DP41) ☐ Southern Water Services (DP07) ☐ Sport England (DP60) ☐ Sports Council (DP42) ☐ Sussex Police – Designing Out Crime (DP38) ☐ Sussex Police – Joint Commercial Planning Manager (DP123) ☐ Tandridge DC (DP34) ☐ Thames Water Utilities Ltd (DP09) ☐ South Downs National Park (DP37) ☐ NHS Sussex - Simon Clavell-Bate (DP53) ☐ Wealden DC (DP35) Additional <table><tr><td></td><td></td></tr></table>		

Constraints:

Minerals Local Plan Safeguarding (WSSC) / Minerals Local Plan Safeguarding (WSSC) / Area of Special Control of Adverts / Areas of Outstanding Natural Beauty / Great Crested Newt - Impact Risk Zone / Built Up Areas / Methane Gas Safeguarding / Trees subject to a planning condition / Conservation Area / Post 1974 Conservation Area Boundary / Aerodrome Safeguarding (CAA) / Aerodrome Safeguarding (CAA) / Aerodrome Safeguarding (CAA) / Aerodrome Safeguarding (CAA) / Aerodrome Safeguarding (CAA) /

Planning History:

Application No	Proposal	Status	Decision Date	Officer
11/03654/CON	Proposed demolition of existing house and outbuildings. Proposed new development of 5 no. houses.	PER	21.02.2012	
11/03653/FUL	Proposed demolition of existing house and outbuildings. Proposed new development of 5 no houses	PER	21.02.2012	
14/03292/FUL	Proposed demolition of existing house and outbuildings. Proposed new development of 5 No. dwelling houses. Updated ecology survey received 25/11/14	PER	16.01.2015	
DM/15/4738	Discharge of planning condition 5 relating to planning application 14/03292/FUL.	WDN	06.07.2016	
DM/15/5038	Demolition of existing dwelling and erection of 5 detached houses.	PER	12.04.2016	
DM/16/2224	Discharge of conditions 2, 3, 5, 6, 7, 8 and 9 of planning permission DM/15/5038	PER	05.07.2016	
DM/18/1355	Addition of an automated 5 bar gate to the existing development (Amended plans received 14/9/18 showing change to gate design and entrance)	PER	23.10.2018	
DM/25/1684	The proposed work includes a garage conversion into home office space.	REC		
BA/025/79	Erection of a new house and double garage.	PER	02.01.1980	

Pre-app:

Application No	Proposal	Status	Closed Date	Officer
11/00122/PREAPP	Proposed redevelopment of site for 7 houses.	REC		
DM/16/2267	Is permission required for Dropped Kerb	CLO	26.05.2016	

Appeals:

Application No	Proposal	Status	Decision Date	Officer
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MID SUSSEX DISTRICT COUNCIL

Planning Services Division

New application file - scanning check list

This sheet to be inserted into wallet with new application documents prior to dispatch to Terraquest. Please ensure sheet appears on top.

DM/25/1684

Plans submitted with application

Plan Type	Plan Ref.	Version	Drawing Date
Location Plan			01.07.2025
Existing Floor Plans	BA210 00		01.07.2025
Existing Elevations	BA210 01		01.07.2025
Proposed Floor Plans	BA210 10		01.07.2025
Proposed Elevations	BA210 11		01.07.2025