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For Official use

App No:

Date Rec:

Fee:



Application for a Non-Material Amendment Following a Grant of 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

10

Suffix

Property Name

Address Line 1

Sergison Close

Address Line 2

Address Line 3

West Sussex

Town/city

Haywards Heath

Postcode

RH16 1HU

Description of site location must be completed if postcode is not known:

Easting (x)

532473

Northing (y)

124283

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

- ☒ Yes
☐ No

Contact Details

Primary number

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 *****

Eligibility

Does the applicant have an interest in the part of the land to which this amendment relates?

- ☒ Yes
- ☐ No

If the applicant is not the sole owner, has notification under Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) been given?

- ☐ Yes
- ☐ No
- ☒ Not applicable

Description of Your Proposal

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

Proposed works to include existing garage demolished and rebuilt to create habitable space. Rear conservatory removed and replaced with a single storey extension with pitched roof. Front flat roof extension with open flat roof porch. Single storey side extension. Widened driveway with retaining wall, soft landscaping and changes to fence to rear with new fencing to the side (amended plans and description 05/12).

Reference number

DM/24/2785

Date of decision

15/01/2025

What was the original application type?

Householder planning permission

For the purpose of calculating fees, which of the following best describes the original development type?

- ☒ **Householder development:** Development to an existing dwelling-house or development within its curtilage
- ☐ **Other:** Anything not covered by the above category

Non-Material Amendment(s) Sought

Please describe the non-material amendment(s) you are seeking to make

The materials and finishes of the external fenestration of the development hereby permitted shall be implemented in accordance with the submitted schedule specified on the application form and outlined within the approved drawing. Reason: To enable the Local Planning Authority to control the development in detail in the interests of amenity by endeavouring to achieve a development of visual quality and to accord with Policy DP26 of the Mid Sussex District Plan and Policy H9 of the Haywards Heath Neighbourhood Plan.

Please state why you wish to make this amendment

The proposed external material has changed for the side and rear elevations.
The approved planning drawings showed horizontal cedar cladding to the side and rear elevations - this is now proposed to be changed to white render, to match the white render elsewhere on the facades.
The approved full height window to the side elevation is proposed to be removed

Are you intending to substitute amended plans or drawings?

- ☒ Yes
☐ No

If yes, please complete the following details

Old plan/drawing numbers

BA191-00 Existing Ground Floor Plan
BA191-01 Existing Roof Plan
BA191-02 Existing Front and Rear Elevations
BA191-03 Existing Side Elevations
BA191-10 Proposed Ground Floor Plan
BA191-11 Proposed Roof Plan
BA191-12 Proposed Front and Rear Elevations
BA191-13 Proposed Side Elevations
Block Plan

New plan/drawing numbers

BA191-10 Proposed Ground Floor Plan REVISION B

BA191-12 Proposed Front and Rear Elevations REVISION B

BA191-13 Proposed Side Elevations REVISION A

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

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

10 SERGISON CLOSE

Date (must be pre-application submission)

14/07/2025

Details of the pre-application advice received

Advised to submit a non-material amendment

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

Declaration

I/We hereby apply for Non-Material Amendment 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

Sarah Breeze

Date

15/07/2025