

PLANNING OBLIGATION INSTRUCTION FORM

Please complete this form and submit it to Mid Sussex District Council along with your planning application.

Please ensure you refer to the [Apply for Planning Permission](#) webpage to download the latest version of this form.

If you have any queries relating to the planning obligations your development proposal would attract, please contact the Development Management team on 01444 477566.

The District Council's adopted Development and Infrastructure Supplementary Planning Document can be accessed via the following link: <https://www.midsussex.gov.uk/planning-building/development-contributions/>.

If your planning application relates to development within 7km of Ashdown Forest, you are also advised to refer to the following link for details of the mitigation requirements:
<https://www.midsussex.gov.uk/planning-building/protecting-ashdown-forest/>

If your planning obligation relates to biodiversity net gain, you are also advised to refer to the following link for further information:
<https://www.midsussex.gov.uk/planning-building/biodiversity-net-gain/>

It is important that you complete the form fully, correctly and accurately as this template will form the instructions for the District Council's Legal Services to draft the Planning Obligation and incorrect and/or incomplete information will delay this being issued. Please complete sections 1 to 8. The planning case officer will complete sections 9 and 10 once the application has been received.

YOU ARE ADVISED TO SEEK INDEPENDENT LEGAL ADVICE BEFORE ENTERING A PLANNING OBLIGATION.

Legal Fees:

Please note that the District Council will expect its reasonable legal costs to be met (whether or not the Planning Obligation proceeds to completion). A Solicitor's Undertaking will be sought by Legal Services at the outset of the matter.

Monitoring Costs:

The District Council will levy a fee for monitoring costs in accordance with the Development and Infrastructure Supplementary Planning Document, please refer to the following link for up-to-date information on planning obligation monitoring fees:
<https://www.midsussex.gov.uk/planning-building/development-contributions/>

Monitoring fees for biodiversity net gain can be found at:
<https://www.midsussex.gov.uk/planning-building/biodiversity-net-gain/>

1. Location of proposed development (Address and Postcode of the site)

If there is **no** postal address, please give a clear and accurate description of the site location.

WHITTAKER HOUSE, 1 LEPPARD WALK,
EAST GRINSTEAD, RH19 3BY

2. Title number

If the land is registered at the Land Registry the District Council will require up-to-date Official Copies of the Register of Title and Title Plan. Please provide the Official Copies with this form. If the land is not registered at the Land Registry, please state 'Unregistered'.

SX118087

3. Description of proposal

Please provide an accurate, detailed description of the proposed development (including bedroom numbers).

Retrospective application for the
internal reconfiguration to
provide 1 no additional self-
contained unit.

4. Applicant

Please provide name, address and contact details for applicant.

PAUL DOTZTIE, WEALD PROPERTIES LTD,
21-23 CROYDON ROAD, CATERHAM,
CR3 6PA.

5. Landownership details

The District Council will require all parties with an interest in the land comprised within the application site to be a party to the Planning Obligation.

Please note that if there are multiple landowners, additional details are to be provided in section 6.

Full name(s) of owner(s):

NEALD PROPERTIES LTD
JANE POPELEY

Address:

21-23 CROYDON ROAD
CATTERHAM, CR3 6PA

Telephone:

E-mail:

6. Additional landowners

Provide details of any additional landowners and those with any interest in the land not included in section 5 and contact details in the field below.

~~PAUL~~ PAUL DUTZHE AS ABOVE

7. Name and address of legal representative

Complete if you have appointed or intend to appoint someone to act on your behalf in connection with the Planning Obligation.

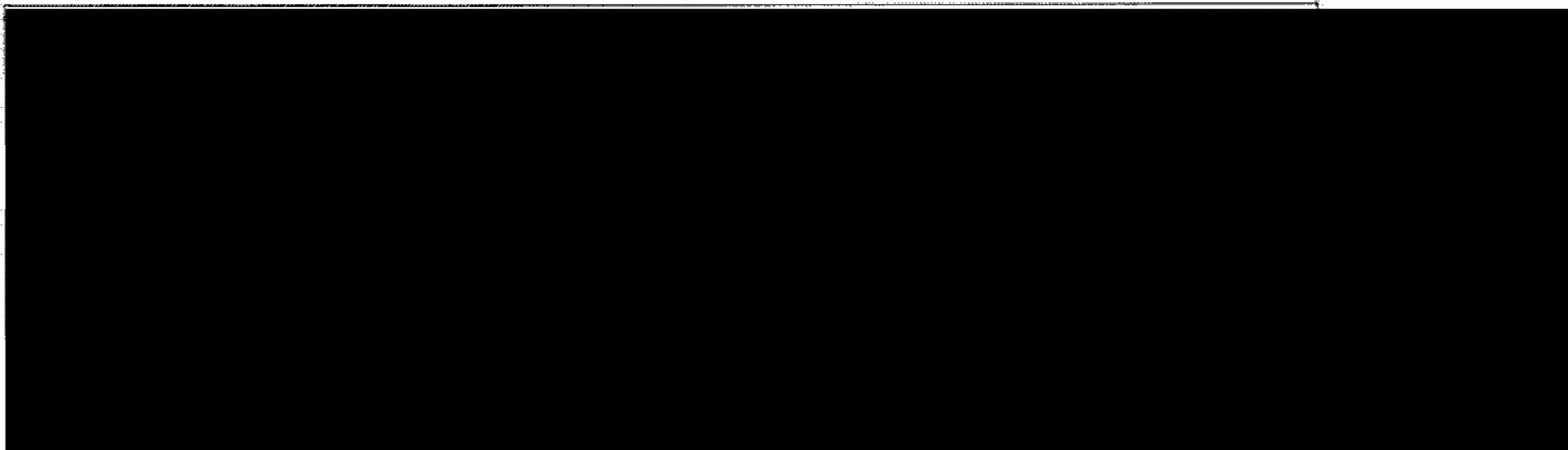
Name:

REBECCA ALI

Address:

67 STANLEY CRESCENT
EPSOM, SURREY, KT18 5PQ

Telephone:



E-mail:

8. Mortgagee

If any part of the property is charged or subject to mortgage and you do not wish to satisfy all contributions upon the completion of the Planning Obligation, your mortgage provider will need to be a signatory to the Planning Obligation. Please note it is likely that the mortgage provider would also charge legal fees for approving and executing the Planning Obligation.

Is there a mortgage on any part of the land?
(Please tick as appropriate)

Yes
No

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If 'yes', do you wish your mortgage provider to be a signatory to the Planning Obligation or do you intend to pay all monies upon completion of the Planning Obligation? Please note that if the Planning Obligation is to include obligations other than financial contributions (e.g. the provision of affordable housing) all mortgagees will need to be a party to the Planning Obligation. Please tick as appropriate.

Mortgage provider to be a signatory to the Planning Obligation
All monies to be paid upon completion of the Planning Obligation

If you wish your mortgage provider to be a signatory to the Planning Obligation please provide the name and registered office of the mortgage provider in the box below.

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Sections 1 to 8 completed by (insert full name):

Signed:

[Redacted Signature]

Date:

[Redacted Date]

10th June 2026