

Householder Application

Application No: DM/26/0716	Date Received: 20.03.2026
Portal No: PP-14793847	Validation Officer: Christine Pound

Site Address: 12 Paddock Gardens, East Grinstead, West Sussex, RH19 4AE,		
Description: Proposed roof conversion with dormers and new open front porch.		
Charge categories:		
Fee required: £528	Date paid in full: 20/03/2026	
Description suitable and fees correct	Initial: ...CP....	Date: ...24/03/2026.

Special Constraints			
Major Housing (10+ dwellings)	☐ /No	Major (1000sq m+ floorspace)	☐ /No
Major (1ha Site Area)	☐ /No	Environmental Statement (30 day consultation)	☐ /No
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	
[7] Ashdown Forest 7 Kilometre Buffer - YES	Great Crested Newt IRZ - Red Zone - YES

Cross Boundary	☐ /No	Minerals and Waste	☐ /No
MSDC Land Ownership	☐ /No	Other	☐ /No
Relevant Planning History	Yes/ ☐	Ref: ...DM/18/1056.....	Officer: ...AT.....
MyMaps and Planning History checked		Signed: Date:	

	Date	Signed		Date	Signed
Registered	24/03	CP	Acknowledged		
Invalid sent	-----	-----	Weekly List Sheet		
Invalid chase sent	-----	-----	Consultations		
Marked Valid in Uniform			Neighbours		
Indexed/scanned	24/03	CP	Site Notice		
Sent for Allocation	24/03	CP	EIA Checklist		
Valid Date	20/03	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
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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)
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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/26/0716	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:

Built Up Areas / Planning Agreement / Planning Obligation / Planning Agreement / Planning Obligation / Trees subject to a planning condition / Trees subject to a planning condition / Ashdown Forest SPA/SAC / Minerals Local Plan Safeguarding (WSCC) / Great Crested Newt - Impact Risk Zone / Aerodrome Safeguarding (CAA) / Aerodrome Safeguarding (CAA) / Aerodrome Safeguarding (CAA) / Aerodrome Safeguarding (CAA) / In Built up Area /

Planning History:

Application No	Proposal	Status	Decision Date	Officer
12/02803/FUL	Single storey rear extension.	PER	03.10.2012	
DM/18/1056	Roof conversion with dormers to form new bedroom and ensuite.	PER	08.05.2018	
DM/26/0716	Proposed roof conversion with dormers and new open front porch.	REC		

Pre-app:

Application No	Proposal	Status	Closed Date	Officer
DM/18/0052	Duty Officer - Loft extension/addition	CLO	08.01.2018	

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/26/0716

Plans submitted with application

Plan Type	Plan Ref.	Version	Drawing Date
Location and Block Plan	AD101		20.03.2026
Existing Floor Plans	AD102		20.03.2026
Existing Elevations	AD103		20.03.2026
Proposed Floor Plans	AD104		20.03.2026
Proposed Elevations	AD105		20.03.2026