

Householder Application for Planning Permission for works or extension to a dwelling and listed building consent

Town and Country Planning Act 1990 (as amended)

Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)

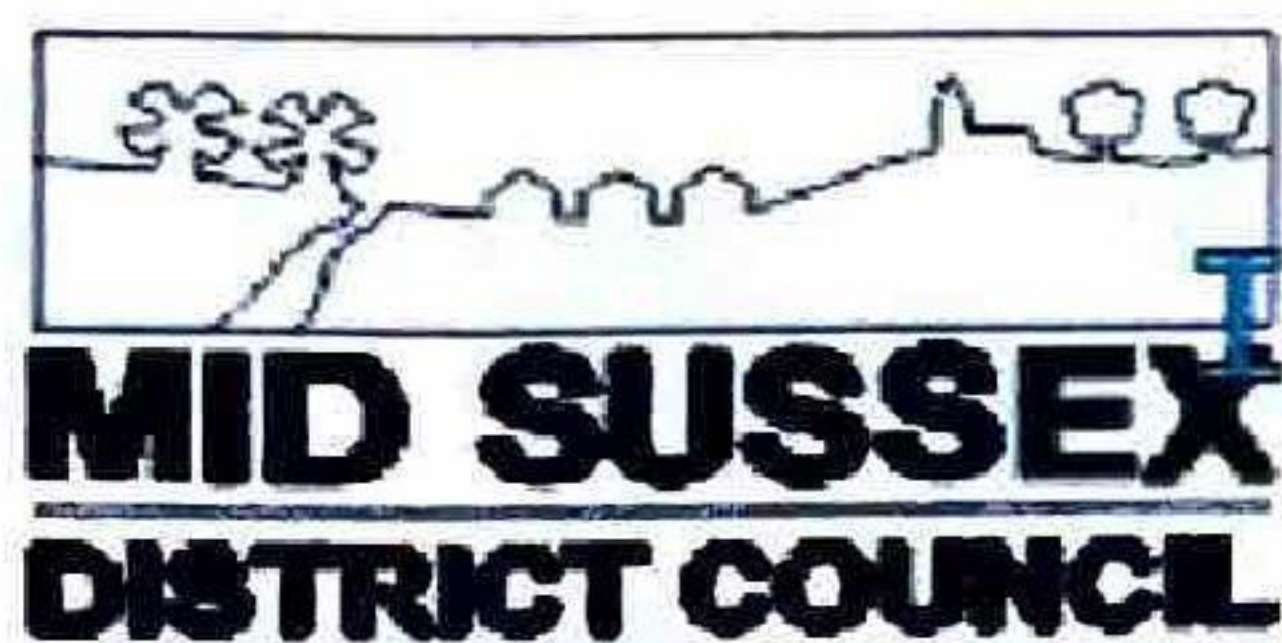
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Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:



Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

Switchboard: 01444 458166
DX 300320 Haywards Heath 1
Email: servicesupport@midsussex.gov.uk
www.midsussex.gov.uk

For Official use

App No:

Date Rec:

Fee: ☐

Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website. Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

1. Applicant Name and Address

Title:	MRS	First name:	HELEN
Last name:	JONES		
Company (optional):			
Unit:		House number:	
		House suffix:	
House name:	THE HOLLIES		
Address 1:	LION LANE		
Address 2:	TURNERS HILL		
Address 3:			
Town:			
County:	WEST SUSSEX		
Country:	ENGLAND		
Postcode:	RH10 4NU		

2. Agent Name and Address

Title:		First name:	
Last name:			
Company (optional):			
Unit:		House number:	
		House suffix:	
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			

3. Description of Proposed Works

Please describe the proposed works:

SINGLE STORY BRICK EXTENSION WITH GABLED ROOF TO KITCHEN AT REAR (WEST) OF THE BUILDING. THE EXTENSION TO BE BUILT OFF AN EXISTING LEAN-TO MODERN ADDITION. THE CURRENT GALLY KITCHEN NEEDS TO BE EXTENDED TO MAKE IT A SUITABLE SIZE FOR A 4 BEDROOM FAMILY HOME. THERE WILL BE NO ALTERATIONS TO THE HISTORIC FABRIC OF THE PROPERTY.

Has the work already started?

☐ Yes

☒ No

If Yes, please state when the work was started (DD/MM/YYYY):

(date must be pre-application submission)

Has the work already been completed?

☐ Yes

☒ No

If Yes, please state when the work was completed (DD/MM/YYYY):

(date must be pre-application submission)

4. Site Address Details

Please provide the full postal address of the application site.

Unit:

House number:

House suffix:

House name:

THE HOLLIES

Address 1:

LION LANE

Address 2:

TURNERS HILL

Address 3:

Town:

County:

WEST SUSSEX

Postcode (optional):

RH10 4NU

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting:

Northing:

Description:

5. 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).

Please tick if the full contact details are not known, and then complete as much as possible: ☐

Officer name:

EMILY WADE

Reference:

DM/17/3885

Date (DD/MM/YYYY):

18/10/2017

(must be pre-application submission)

Details of pre-application advice received?

THE HOLLIES IS A DETACHED 17TH CENTURY COTTAGE IN A GARDEN SETTING, SITUATED BETWEEN LION LANE AND NORTH ST AT THE HEART OF TURNERS HILL VILLAGE. THE PROPERTY IS GRADE II LISTED AND IS WITHIN THE TURNERS HILL CONSERVATION AREA. THE PROPERTY HAS BEEN SUBJECT TO INCREMENTAL EXTENSIONS, AND THERE ARE A NUMBER OF SMALL OUTBUILDINGS IN THE GARDEN, INCLUDING A "STUDIO" SET CLOSE TO THE NORTHWEST CORNER OF THE BUILDING. THE CURRENT PROPOSAL IS FOR THE ERECTION OF A SINGLE STORY EXTENSION WITH GABLED ROOF TO THE REAR (WEST) OF THE BUILDING. THE EXTENSION WILL BE BUILT OFF AN EXISTING LEAN-TO ADDITION WHICH IS UNDERSTOOD TO BE MODERN, AND

CONTINUED →

5 (CONTINUED)

THEREFORE NOT OF SPECIAL INTEREST. THE PROPOSED EXTENSION IS OF MODEST DIMENSIONS. ALTHOUGH THE BUILDING HAS BEEN PREVIOUSLY EXTENDED IT IS CONSIDERED ON BALANCE THAT THIS FURTHER MINOR ENLARGEMENT CAN BE ACCOMMODATED WITHOUT OVERWHELMING THE ORIGINAL FOOTPRINT AND FORM OF THE HOUSE, AND WILL BE APPROPRIATELY SUBORDINATE IN SCALE. NO ALTERATIONS TO OR LOSS OF HISTORIC FABRIC ARE PROPOSED (THIS IS SUBJECT TO CONFIRMATION AT APPLICATION STAGE). IN DESIGN TERMS THE EXTENSION (SUBJECT TO DETAIL) APPEARS SYMPATHETIC TO THE EXISTING BUILDING AND WILL SIT COMFORTABLY NEXT TO IT. THE EXTENSION WILL NOT BE VISIBLE IN VIEWS OF THE PRINCIPLE ELEVATION OF THE BUILDING WHICH LOOKS EAST. IN VIEWS FROM THE WEST, FROM LION LANE, AND FROM THE GARDEN OF THE HOLLIES ITSELF, IT WILL HAVE SOME IMPACT ON THE APPEARANCE OF THE PROPERTY, BUT THIS WILL NOT IN MY OPINION BE OF A NATURE OR EXTENT THAT WOULD DETRACT FROM THE SPECIAL INTEREST OF THE BUILDING OR THE MANOR IN WHICH THIS IS APPRECIATED. I THEREFORE CONSIDER THAT, SUBJECT TO DETAIL, THE PRE-APPLICATION PROPOSAL WILL PRESERVE (NOT CAUSE HARM TO) THE SPECIAL INTEREST OF THE LISTED BUILDING OR THE CHARACTER AND APPEARANCE OF THE TURNERS HILL CONSERVATION AREA. THIS WOULD MEET THE REQUIREMENTS OF LOCAL PLAN POLICIES B10 AND B12 AND THE RELEVANT PARAGRAPHS OF THE NPPF

6. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? ☐ Yes ☒ No

Is a new or altered pedestrian access proposed to or from the public highway? ☐ Yes ☒ No

Do the proposals require any diversions, extinguishments and/or creation of public rights of way? ☐ Yes ☒ No

If Yes to any questions, please show details on your plans or drawings and state the reference number(s) of the plan(s)/drawing(s)

7. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your proposed development? ☐ Yes ☒ No

If Yes, please mark their position on a scaled plan and state the reference number of any plan(s)/drawing(s):

Will any trees or hedges need to be removed or pruned in order to carry out your proposal? ☐ Yes ☒ No

If Yes, please show on your plans which trees by giving them numbers e.g. T1, T2 etc, state the reference number of the plan(s)/drawing(s) and indicate the scale.

8. Materials

Please provide a description of existing and proposed materials and finishes to be used in the building (demolition excluded):

	Existing (where applicable)	Proposed	Not applicable	Don't Know
External walls	RED BRICK	RED BRICK TO MATCH	☐	☐
Roof covering	CLAY TILES	CLAY TILES TO MATCH	☐	☐
Chimney			☒	☐
Windows	WOODEN CASEMENT WINDOWS	REUSE EXISTING WINDOWS WHERE POSSIBLE ON WEST FACING WALL, 2 NEW BASEMENT WINDOWS ON NORTH AND SOUTH FACING TO MATCH	☐	☐
External doors	PLANKED WOODEN DOOR	UNCHANGED	☐	☐
Ceilings	PLASTERBOARD	PLASTERBOARD	☐	☐
Internal walls			☒	☐
Floors	CONCRETE WITH TILES	CONCRETE WITH TILES	☐	☐

B. Materials continued

	Existing (where applicable)	Proposed	Not applicable	Don't Know
Internal doors			☒	☐
Rainwater goods	CAST IRON GUTTERING	RE USE WHERE ABLE	☐	☐
Boundary treatments (e.g. fences, walls)			☒	☐
Vehicle access and hard standing			☒	☐
Lighting	SPOT LIGHTS	SPOT LIGHTS	☐	☐
Others (add description)			☐	☐

Are you supplying additional information on submitted drawings or plans? ☒ Yes ☐ No

If Yes, please state plan(s)/drawing(s) references:

DRAWINGS PREVIOUSLY SUBMITTED ON INCOMPLETE APPLICATION
DM /26 /1013

9. Demolition

Does the proposal include the partial or total demolition of a listed building? ☐ Yes ☒ No

If Yes, which of the following does the proposal involve?

- a) Total demolition of the listed building: ☐ Yes ☐ No
- b) Demolition of a building within the curtilage of the listed building: ☐ Yes ☐ No
- c) Demolition of a part of the listed building: ☐ Yes ☐ No

If the answer to c) is Yes:

i) What is the total volume of the listed building?(cubic metres)	
ii) What is the volume of the part to be demolished?(cubic metres)	
iii) What was the (approximate) date of the erection of the part to be removed? (MM/YYYY) (date must be pre-application submission)	

Please provide a brief description of the building or part of the building you are proposing to demolish:

Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

10. Listed Building Alterations

Do the proposed works include alterations to a listed building?

☒ Yes ☐ No

If Yes, do the proposed works include:
(you must answer each of the questions)

a) Works to the interior of the building?

☒ Yes ☐ No

b) Works to the exterior of the building?

☒ Yes ☐ No

c) Works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?

☐ Yes ☒ No

d) Stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?

☒ Yes ☐ No

If the answer to any of these questions is Yes, please provide plans, drawings, photographs sufficient to identify the location, extent and character of the items to be removed, and the proposal for their replacement, including any new means of structural support and state references for the plan(s)/drawing(s):

THE CURRENT MODERN PLASTERBOARD CEILING WILL NEED TO BE REMOVED AND A NEW PLASTERBOARD CEILING PUT UP IN THE NEWLY EXTENDED AREA.
THE CURRENT CONCRETE FLOOR WILL ALSO NEED TO BE EXTENDED INTO THE NEW KITCHEN AREA

11. Listed Building Grading

Please state the grading (if known) of the building in the list of Buildings of Special Architectural or Historic interest? (Note: only one box must be ticked)

Grade I ☐

Ecclesiastical Grade I ☐

Grade II* ☐

Ecclesiastical Grade II* ☐

Grade II ☒

Ecclesiastical Grade II ☐

Don't know ☐

12. Immunity From Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

☐ Yes

☒ No

☐ Don't know

If Yes, please provide the result of the application:

13. Parking

Will the proposed works affect existing car parking arrangements?

☐ Yes

☒ No

If Yes, please describe:

14. Authority Employee / 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 a bias on the part of the decision-maker in the local planning authority.

Do any of the following statements apply to you and/or agent? ☐ Yes

☒ No

With respect to the authority, I am:

(a) a member of staff

(b) an elected member

(c) related to a member of staff

(d) related to an elected member

If Yes, please provide details of their name, role and how you are related to them.

15. Biodiversity Net Gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

☒ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

* A "householder application" means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

16. Ownership Certificates and Agricultural Land Declaration

One certificate A, B, C, or D must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

certify/ The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

29/4/26

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

16. Ownership Certificates and Agricultural Land Declaration (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners* and/or agricultural tenants** of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

--

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

--

On the following date (which must not be earlier than 21 days before the date of the application):

--

Signed - Applicant:

--

Or signed - Agent:

--

Date (DD/MM/YYYY):

--

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

--

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

--

On the following date (which must not be earlier than 21 days before the date of the application):

--

Signed - Applicant:

--

Or signed - Agent:

--

Date (DD/MM/YYYY):

--

17. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority (LPA) has been submitted.

The original and 3 copies* of a completed and dated application form:

☐

The correct fee:

☐

The original and 3 copies* of the plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:

☐

The original and 3 copies* of a design and access statement if proposed works fall within a conservation area or World Heritage Site, or relate to a Listed Building:

☐

The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application:

☐

The original and 3 copies* of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings):

☐

*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

18. Declaration

I/we hereby apply for planning permission/consent as described in this form 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.

Or signed - Agent:

Date (DD/MM/YYYY):

29/4/26

(date cannot be pre-application)

19. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

[Redacted contact details for Applicant]

20. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

[Redacted contact details for Agent]

Country code: Mobile number (optional):

[Redacted contact details for Agent]

Country code: Fax number (optional):

[Redacted contact details for Agent]

Email address (optional):

[Redacted contact details for Agent]

21. 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? (Please select only one)

☐

Agent

☒

Applicant

☐

Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

[Redacted contact details for Other]

Telephone number:

[Redacted contact details for Other]

Email address:

[Redacted contact details for Other]