

Delegated Decision

Sign off Sheet

Ref. No:	DM/19/4470	Case Officer:	Deborah Lynn
Application Type:	Householder Application		
Proposal:	Retrospective application for the conversion and rear extension of an existing garage, into habitable accommodation.		
Site:	8 Mason Close, East Grinstead, West Sussex, RH19 3RR, , ,		
Validation Date	23 Oct 2025	Overall Expiry Date:	24 Jan 2020
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Not Proceeded With	Recommendation Date:	23 Oct 2025
Target Date:	18 Dec 2025	Recommending Officer Signature:	Deborah Lynn

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Steven King	Date:	29 Oct 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/19/4470

**8 Mason Close, East Grinstead, West Sussex, RH19 3RR, , ,
Retrospective application for the conversion and rear extension of an existing garage, into
habitable accommodation.
Mrs Janet Cole**

This application seeks retrospective planning permission for the conversion and extension of an integral garage to habitable accommodation.

Whilst the Local Planning Authority (LPA) was satisfied on the basis of the Planning Officer's site visit that the accommodation was being used as annexe accommodation to the main house and not as a separate unit of accommodation, it was considered that the plans and drawings submitted as part of the application were not sufficiently accurate to assess the proposal. East Grinstead town council commented on the proposal that "the plans are poor and therefore the committee do not feel able to make a comment based upon these. This is a major amendment to the property and as such appropriate plans should have been submitted."

As such, the LPA sent an e-mail to the applicant on the 11.02.2020 advising that before the application could be formally determined, the location and block plan submitted should be amended to show the entire garage conversion and extension outlined in red and the whole of the remaining property outlined in blue rather than just the rear garden. It was also requested that the hand drawn floor plan be amended to show the ground floor layout of the house, with rooms labelled and all windows and doors to the main house shown. Photographs to show the dwellinghouse's appearance to the front and rear were also requested as the hand drawn elevational drawing submitted was not an accurate reflection of the property. The applicant was advised that the application would be made invalid pending the submission of updated plans and photos.

The application has remained invalid since February 2020 as no amended plans have been forthcoming from the applicant.

An e-mail was sent to the applicant on the 03/10/2025 advising that the LPA should not keep planning applications on the planning register indefinitely and that in light of this, if a response was not received from them by the 20/10/2025, then the planning application shall be disposed of as undetermined under S.40 of the Town and Country Planning (Development Management Procedure) England) Order 2015.

No response has been received from the applicant following the LPA's latest e-mail. Consequently, it is recommended that this application is not proceeded with under section (13)(a) of Article 40 of The Town and Country Planning (Development Management Procedure) England) Order 2015, and should be finally disposed of.

Decision: Not Proceeded With

Case Officer: Deborah Lynn