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For Official use

App No:

Date Rec:

Fee:

Application for Removal or Variation of a Condition following Grant of Planning Permission or Listed Building Consent

Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation Areas 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	2
Suffix	
Property Name	
Address Line 1	Keymer Road
Address Line 2	
Address Line 3	West Sussex
Town/city	Hassocks
Postcode	BN6 8HA

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

Easting (x)	Northing (y)
530441	115471

Description

Applicant Details

Name/Company

Title

First name

Michelle

Surname

Coe

Company Name

EN Architects

Address

Address line 1

2 Keymer Road

Address line 2

Hassocks

Address line 3

Town/City

Hassocks

County

Country

United Kingdom

Postcode

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant 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

BN3 2AB

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of the Proposal

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

PROPOSED SINGLE STOREY RESIDENTIAL DWELLING, TO THE REAR OF 2 KEYMER ROAD. AMENDED SITE AND LOCATION PLAN
REV E RECEIVED ON 06.03.2024.

Reference number

DM/23/3181

Date of decision (date must be pre-application submission)

06/03/2024

Please state the condition number(s) to which this application relates

Condition number(s)

2. Approved Plans

The development hereby permitted shall be carried out in accordance with the plans listed below under the heading "Plans Referred to in Consideration of this Application".

Reason: For the avoidance of doubt and in the interest of proper planning.

Has the development already started?

☐ Yes

☒ No

Condition(s) - Variation/Removal

Please state why you wish the condition(s) to be removed or changed

We have change information on the approved drawings.

Updates to the drawings include.

Rotation in plan by 6 degrees
Reduction in northern extension and shift to East elevation from West
Omission of door and window from North East elevation
Addition of door and window to South West elevation
Centralise extension on South East Elevation
Adjustment on fenestration to North West elevation

If you wish the existing condition to be changed, please state how you wish the condition to be varied

We wish to vary condition number 2, to substitute the originally approved drawings with updated versions that reflect minor design revisions.

Previous drawing > New drawing

775/302 > ENA187-002_A_Proposed Site Plan
775/311 > ENA187-150_A_Proposed Floor and Roof Plan
775/321 > ENA187-200_A_Proposed Elevations

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

0547

Date (must be pre-application submission)

12/06/2026

Details of the pre-application advice received

As you will be aware planning permission was granted under the above application for a single storey dwelling to the rear of 2, Keymer Road, Hassocks.

This proposal seeks to make a minor revision (MMA) to the approved scheme as shown on the accompanying drawings.

The key amendments are as follows;

- Rotation in plan by 6 degrees (this moves the building slightly further away from the neighbour to the south)
- Reduction in northern extension and shift to East elevation from West (a slight reduction and no material impact)
- Omission of door and window from North East elevation (reduced potential overlooking towards the host dwelling and no material impact)
- Addition of door and window to South West elevation (no material impact)
- Centralise extension on South East Elevation (no material impact)
- Adjustment on fenestration to North West elevation (no material impact)
- Rooflights to give natural light over entrance hall/front door (no material impact)

In my judgement that alterations, whilst not NMA are acceptable and do not impact any neighbour or the street scene, other than in a positive manner.

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?
E.g. All the land is owned by a single individual

- ☒ Yes
☐ No

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ Yes
☒ No

Certificate Of Ownership - Certificate A

I 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**

* "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.

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.

Person Role

- ☐ The Applicant
- ☒ The Agent

Title

First Name

Chris

Surname

Holt

Declaration Date

16/06/2026

☒ Declaration made

Declaration

I/We hereby apply for Removal/Variation of a condition 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

Chris Holt

Date

16/06/2026