



Oaklands Road  
Haywards Heath  
West Sussex  
RH16 1SS

Switchboard: 01444 458166  
DX 300320 Haywards Heath 1  
Email: [servicesupport@midsussex.gov.uk](mailto:servicesupport@midsussex.gov.uk)  
[www.midsussex.gov.uk](http://www.midsussex.gov.uk)

For Official use  
App No: .....  
Date Rec: .....  
Fee: .....

## Application for Approval of Reserved Matters following Outline Approval

### Town and Country Planning (Development Management Procedure) (England) Order 2015 (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

Suffix

Property Name

Woodside Grange

Address Line 1

Woodsland Road

Address Line 2

Address Line 3

West Sussex

Town/city

Hassocks

Postcode

BN6 8EX

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

Easting (x)

Northing (y)

Description

## Applicant Details

### Name/Company

Title

Mr

First name

A.

Surname

Gardiner

Company Name

Alpha Re Services Ltd

### Address

Address line 1

c/o Neil Pike Architects

Address line 2

Michigan House

Address line 3

17-19 Chorley New Road

Town/City

Bolton

County

Country

United Kingdom

Postcode

BL1 4QR

Are you an agent acting on behalf of the applicant?

Yes  
 No

### Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

## Agent Details

Name/Company

Title

Mrs

First name

Clare

Surname

Hatchman

Company Name

Neil Pike Architects

## Address

Address line 1

Michigan House

Address line 2

17-19 Chorley New Road

Address line 3

Town/City

Bolton

County

Country

United Kingdom

Postcode

BL1 4QR

# Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

## Development Description

Please indicate all those reserved matters for which approval is being sought:

- Access
- Appearance
- Landscaping
- Layout
- Scale

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

OUTLINE APPLICATION TO INCLUDE ACCESS, LAYOUT AND SCALE FOR TWO DWELLINGS. AMENDED LOCATION, SITE LAYOUT AND ACCESS ARRANGEMENT PLANS AND SUPPORTING INFORMATION RECEIVED 22.02.2024 AND 27.02.2024.

Reference number

DM/23/2687

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

25/04/2024

Please provide a description of the reserved matters for which you are seeking consent. Please state if the outline planning application was an environment impact assessment application and, if so, confirm that an environmental statement was submitted to the planning authority at that time

Appearance and Landscaping.

The outline Application was not an environment impact assessment application.

Has the work already started?

- Yes
- No

## Supporting Information

**Please provide the following information**

Please list all relevant drawings, including reference numbers, that were approved as part of the original decision.

Please list all drawing numbers submitted with this application for approval

Location Plan

K1177-01 A3 Existing Site Plan

K1177-01 A3 Proposed Site Plan

K1177-02 A3 Proposed Ground and First Floor Plan (Typical)

K1177-03 A3 Proposed Second Floor Plan (Typical)

K1177-04 A3 Proposed Front and Side Elevation (Plot 1)

K1177-05 A3 Proposed Rear and Side Elevation (Plot 1)

K1177-06 A3 Proposed Front and Side Elevation (Plot 2)

K1177-07 A3 Proposed Rear and Side Elevation (Plot 2)

If applicable, please state the reasons for any changes to the original drawings

More detail associated with the floor plans (as these weren't previously done)

Elevation detail (again these were not previously done)

More detail added to site plan for reference purposes (all in accordance with the originally approved site plan under the previous outline application)

## 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 \*\*\*\*\*

DM/25/1179

Date (must be pre-application submission)

29/05/2025

Details of the pre-application advice received

Whilst we are awaiting a formal written response, the pre-app enquiry was very helpful as it enabled myself and Anna to discuss various design features and preferences. Fundamentally however, we were able to obtain a clearer understanding of the site planning history and existing circumstances which may impact any future application relating to this site.

However, during the pre-application enquiry meeting, the proposal involved the submission of a new planning application, however this has since changed and a reserved matters application is forthcoming.

## Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected 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 bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

Yes  
 No

## Declaration

I/We hereby apply for Approval of reserved matters 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

Clare Hatchman

Date

14/07/2025

