



Your reference: CSL598

13 August 2026

Planning Services
Mid Sussex District Council
Oaklands
Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

Dear Sir/Madam,

TOWN AND COUNTRY PLANNING ACT 1990

**PLANNING APPLICATION FOR THE INSTALLATION OF A FENCE, PHOTOVOLTAIC PANELS, NEW DOORS, A NEW LOADING BAY DOOR, NEW ROOF CLADDING AND ROOFLIGHTS, NEW GUTTERING, RECONFIGURATION OF THE EXISTING CAR PARK LAYOUT AND OTHER ASSOCIATED WORKS.
LOGISTICS HOUSE, CHARLES ADVENUE, BURGESS HILL, RH15 9TQ**

On behalf of our client, Hathaway Opportunity Fund General Partner Ltd, we are pleased to submit a full planning application for a number of minor works to the building and the existing car park comprising the installation of a fence, photovoltaic (PV) panels, fire and entrance doors, a new loading bay door, new roof cladding and rooflights, a new gutter system and reconfiguration of the existing car park layout (the 'Proposed Development') at Logistics House, Charles Avenue, Burgess Hill, RH15 9TQ (the 'Site').

Set out below are details of the application package, a description of the Site, planning history (of relevance), the proposed development, together with a planning review against the development plan and other material considerations.

The Planning Application Package

Please find enclosed the following for your consideration in addition to the information set out within this letter:

- Full Planning Application Form and certificates;
- CIL Form;
- Existing Site Plan – drawing ref: 11765_PL001A;
- Existing Ground Floor Plan – drawing ref: 11765_PL002A;
- Existing First Floor Plan – drawing ref: 11765_PL003A;
- Existing Elevations – drawing ref: 11765_PL004;
- Existing Roof Plan - drawing ref: 11765_PL005A;
- Proposed Site Plan – drawing ref: 11765_PL006A;



- Proposed Ground Floor Plan – drawing ref: 11765_PL007A;
- Proposed First Floor Plan – drawing ref: 11765_PL008;
- Proposed Elevations – drawing ref: 11765_PL009A;
- Proposed Roof Plan – drawing ref: 11765_PL010A;
- Proposed Fence Elevation – drawing ref: 11765_PL011; and
- Site Location Plan – drawing ref: 11765_PL012A.

The planning application fee of £1,545 has been made via the Planning Portal website (PP-15114250).

Site and Surroundings

The Site comprises a warehouse storage unit with associated car parking and open storage land. The ownership Site boundaries comprise mesh fencing along the western boundary, hedgerows and trees to the south, a grass bank and low wooden fencing to the north and a grass embankment to the east. There are currently two vehicular access points to the Site from Edward Way.

The Site is located within the Victoria Industrial Estate, which comprises industrial units, warehousing and offices. The total site area extends to 0.45ha.

The full extent of the Site is identified by the red line on the Site Location Plan.

Planning History

On review of Mid Sussex District Council's online planning register, the planning history which is of most relevance to the Site is application reference: DM/17/3120 which was sought for '*Change of use from offices to warehouse storage. Proposed knocking through existing block wall on first floor to allow the access for loading of pallets and stock via forklifts to this area.*' This application was approved on 21st September 2017 and is subject to two conditions.

Proposal

The Proposed Development comprises several minor works and improvements to the existing site as set out below:

- A new 2.1m high black weldmesh fence to separate the open storage land from Logistics House is proposed to be positioned at the western entrance to the Site and will extend from north to south across the Site from the existing landscaping situated at the north of the Site to the southern Site boundary.
- Alterations to the existing roof, including;
 - Installation of new composite metal roof cladding to the existing roof structure;
 - The removal of the existing 28 roof lights with 14 new rooflights;
 - Installation of a new gutter system;
 - Installation of new cover flashings and parapet trim; and
 - Installation of PV panels.
- Four new fire doors are proposed, comprising one door on the western elevation and three doors on the southern elevation;
- A new 4m width x 5.1m height loading door is proposed on the northern elevation, which will require the existing concrete surfacing within the car park to be adapted;



- A new glazed entrance door on the northern elevation;
- A new concrete footpath is proposed along the southern elevation of the building; and
- Rearrangement of the existing car parking layout, increasing the number of parking spaces from 28 to 39 spaces (uplift of 11 spaces).

Any new signage will be subject to a separate application for advertisement consent if it does not comply with the parameters for deemed consent.

Planning Policy Context

The Statutory Development Plan for Mid Sussex District Council comprises the Mid Sussex District Plan 2014-2031, which was adopted March 2018.

The Site is designated as an Existing Employment Site under allocation SA34.

Policy DP1 (Sustainable Economic Development) supports permitting appropriate intensification, conversion, redevelopment and/ or extension for employment uses providing it is in accordance with other policies in the Plan.

Policy DM21 (Transport) requires development proposals to provide adequate car parking for the proposed development considering the accessibility of the development, the type, mix and use of the development and the availability and opportunities for public transport and for schemes to protect the safety of road users and pedestrians.

Policy DP26 (Character and Design) states that all development will be well designed and optimise the potential of the site to accommodate development.

Policy DP39 (Sustainable Design and Construction) requires all development to seek to improve the sustainability of development, including to use renewable sources of energy and to minimise energy use through the design and layout of the scheme including the use of natural lighting and ventilation where appropriate and feasible.

Material Considerations

National Planning Policy Framework (NPPF) (2025)

Paragraph 11 of the NPPF refers to the presumption in favour of sustainable development. For decision-making, this means approving development proposals that accord with an up-to-date development plan without delay or where there are no relevant development plan policies, or these policies are out of date, permission should be granted unless the adverse impacts of doing so would significantly and demonstrably outweigh the benefits.

Chapter 6 of the NPPF relates to building a strong, competitive economy with the aim of supporting economic growth and productivity, considering both local business needs and the wider development opportunities. It also emphasises the need for planning policies to be flexible enough to accommodate changes in economic circumstances.

Paragraph 152 of the NPPF requires development to support the transition to a low-carbon future, minimise energy consumption, and integrate opportunities for renewable and low-carbon energy.

Mid Sussex Design Guide Supplementary Planning Document (SPD) (2020)

The above guidance forms a part of the Council's planning policies framework in supplementing the policies within the development plan documents listed above. Therefore, it is a material consideration in the determination of relevant planning applications.

The SPD aims to help deliver high-quality development across the district that responds appropriately to its context.

Chapter 8 of the SPD relates to Business Parks and Employment Areas, and Principle DG44 states that employment buildings should respond positively to the character and architectural traditions of the district in terms of scale, mass, form, materials and detailing.

Planning Appraisal

Design

As demonstrated in the submitted proposed drawings, the proposed works have been carefully considered to respect the character of the existing area. The proposed works to the existing building comprise necessary works to improve its functionality whilst delivering a modern design that complements the existing building and is in keeping with the character of the surrounding employment area.

The existing roof is proposed to be replaced with new composite metal roof cladding. The existing roof lights are also proposed to be replaced with 14 larger roof lights that will assist in improving natural daylight into the existing building reducing reliance on electrical lighting.

Existing mesh fencing is already present along the western boundary of the Site, and therefore the proposed 2.1m weldmesh fence is considered appropriate in this context. The fence will provide a functional means of separating the open storage area from the existing warehouse while maintaining a visually unobtrusive appearance. Furthermore, a variety of fencing types can be found throughout the Industrial Estate, demonstrating that such boundary treatments are a common and established feature of the area.

Details of the new fire doors, loading door, entrance door and gutter system are set out in the submitted proposed elevation drawing, which show that the proposed materials and colour palette will be in keeping with the surrounding buildings to ensure that they are cohesive and have a high-quality appearance. The Proposed Development is in accordance with Policy DP26 of the Local Plan and the Mid Sussex Design Guide SPD.

Transport

The Proposed Development includes the reconfiguration of the existing car park layout to optimise and make use of the available space within the Site. This will increase the number of car parking spaces within the red line boundary from 28 to 39 spaces. The minor uplift will provide much needed additional parking to help meet the operational need and is de minimis. Therefore, it is not anticipated to generate any unacceptable impacts on the safe or convenient use of the local highways network.

The Proposed Development also includes the provision of a new loading door on the northern elevation, adjacent to the existing loading door. Access to the new loading door will continue to be provided from the

existing access off Edward Way, and the loading vehicles will operate in the same way as the existing arrangement.

Therefore, it is concluded that the Proposed Development accords with Policy DM21 of the Local Plan.

Sustainability

Solar PV panels are proposed on the roof which will improve the energy efficiency of the building in line with Local Plan Policy DP39 and paragraph 152 of the NPPF.

Biodiversity Net Gain

In England, biodiversity net gain (BNG) is required under a statutory framework introduced by Schedule 7A of the Town and Country Planning Act 1990 (inserted by the Environment Act 2021). BNG is mandatory for small sites from 2 April 2024. This is subject to confirmed exemptions as set out in the Biodiversity Gain Requirements (Exemptions) Regulations 2024 and includes development below a de-minimis threshold whereby development that does not impact a priority habitat and impacts less than 25 square metres (e.g. 5m by 5m) of onsite habitat, or 5 metres of linear habitats such as hedgerows. The Proposed Development are within the scope of the de-minimis exemption.

Conclusions

In conclusion, not only would the Proposed Development improve the visual appearance of the unit, but the works are positive private sector investment into the premises which will help improve the energy and sustainability performance of the Site. The new design and minor works proposed are complementary to the existing employment area. The proposals are fully consistent with planning policy and therefore the Council is asked to grant full planning permission without delay.

We trust that you have everything you need to register and validate this application, however, please do not hesitate to contact me if you have any queries.

Yours faithfully,

Caitlin Holton
Senior Planner
CarneySweeney