

Architects & Planning Consultants

GRM/zyf/0725/C.01

DC Planning Manager
Mid Sussex District Council
Oaklands
Haywards Heath
West Sussex,
RH16 1SS

12 August 2025

Re: Prior Approval Application – Change of Use from Use Class E to Use Class C3 (Residential)
Proposal: Conversion of existing premises to form a two-bedroom, three-person dwelling (62m²)

On behalf of my client, please find enclosed a **Prior Approval application under Class MA, Part 3 of Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)**, seeking consent for the change of use of the existing premises from Use Class E to Use Class C3 (residential).

The proposal will create a **self-contained two-bedroom, three-person flat** with a total gross internal floor area of approximately **62m²**, meeting the Nationally Described Space Standard (NDSS) and providing a high-quality living environment.

In support of this application, please find enclosed the following documents:

1. **Location and Site Plan**
2. **Existing and Proposed Floor Plans & Elevations**
3. **Completed Prior Approval Application Forms and Certificates of Ownership**
4. **Planning Application Fee (to be paid direct by client)**

We believe the enclosed information demonstrates that the proposal meets the relevant requirements for Class MA prior approval, including compliance with space standards, provision of adequate natural light to habitable rooms, and no unacceptable transport, noise, flooding, or contamination impacts.

Should you require any further information or clarification in order to validate or assess the application, please do not hesitate to contact me.

Yours faithfully

Graham Middle
BA (Hons). Dip Arch. RIBA. CIOB. CIH.
Principal