

## Application to determine if prior approval is required for a proposed: Collection Facility within the Curtilage of a Shop

Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 7, Class C

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### Local Planning Authority details:



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: .....

### Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website. Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

#### 1. Applicant Name and Address

Title:  First name:   
Last name:   
Company (optional):   
Unit:  Number:  Suffix:   
Building name:   
Address 1:   
Address 2:   
Address 3:   
Town:   
County:   
Country:   
Postcode:

#### 2. Agent Name and Address

N/A

Title:  First name:   
Last name:   
Company (optional):   
Unit:  Number:  Suffix:   
Building name:   
Address 1:   
Address 2:   
Address 3:   
Town:   
County:   
Country:   
Postcode:

### 3. Site Address Details

Please provide the full postal address of the application site.

Unit:

Number:

Suffix:

Building name:

Address 1:

Address 2:

Address 3:

Address 4:

Postcode:

### 4. Eligibility

Will the proposed building or structure be the only collection facility within the curtilage of the shop?

☒ Yes ☐ No

If you have answered no above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Would any part of the proposed building or structure:

- be within 2 metres of any boundary to the curtilage of the shop; or
- where the distance between the shop front and the boundary of the curtilage of the premises is less than 5 metres, be located between the shop front and a highway?

☐ Yes ☒ No

If you have answered yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will the gross floor space of the proposed building or structure exceed 20 square metres?

☐ Yes ☒ No

If you have answered yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will the height of the proposed building or structure exceed 4 metres?

☐ Yes ☒ No

If you have answered yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Would any part of the proposed development be:

- in a conservation area;
- in an area of outstanding natural beauty;
- in an area specified by the Secretary of State for the purposes of enhancement and protection of the natural beauty and amenity of the countryside;
- in the Broads;
- in a National Park;
- in a World Heritage Site;
- in a site of special scientific interest;
- within the curtilage of a scheduled monument;
- within the curtilage of a listed building.

☐ Yes ☒ No

If you have answered yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

## 5. Description of Proposed Works and Building Operations

Please describe the proposed development:

A FREE STANDING PARCEL LOCKER TO THE LEFT OUTSIDE OUR  
MAIN ENTRANCE.

Please provide details of any building operations required:

N/A

## 6. Checklist

Please read the following checklist to make sure you provide all the required information in support of your proposal. The information provided should include all the details necessary for the Local Planning Authority to determine if the proposal complies with permitted development legislation, and if its prior approval will be required. If sufficient information is not provided the Local Authority can either request it, or refuse the application.

All sections of this application completed in full, dated and signed.

The correct fee *REG. CHARITY NO.  
1086323*



A plan indicating the site and showing the proposed development.



A plan drawn to an identified scale will assist the authority in assessing your development proposal.  
Plans can be bought from one of the Planning Portal's accredited suppliers: <https://www.planningportal.co.uk/buyaplanningmap>

## 7. Declaration

I/we hereby apply for a determination as to whether prior approval will be required as described in this form 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 person(s) giving them.

Signed - Agent:

Date (DD/MM/YYYY):

*26/02/2025*

(date cannot be pre-application)

## 8. Applicant Contact Details

Telephone numbers

Country code: National number:

Extension:

## 9. Agent Contact Details

*N/A*

Telephone numbers

Country code:

National number:

Extension:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address:

KILNWOOD AVENUE

WYVERN WAY

KILNWOOD AVENUE

NORTH

COMMUNITY CENTRE



