

Notification of Planning Application

Sent to:
Neighbours listed below:

CONTACT: Caroline Grist
PHONE: 01444 477333
EMAIL: caroline.grist@midsussex.gov.uk
DATE: 4th August 2026

Dear Sir/Madam

Application No: DM/26/1851

Proposal: Proposed external alterations of Oakdene to include the formation of a new principal entrance to the south (side) elevation, incorporating a new doorway with an associated canopy and signage; the retention of the existing front (west) door, its function being reduced so as to serve as an emergency exit only; the conversion of two existing external door openings to windows on the east (rear) elevation; the lowering of the cills of certain first-floor windows, and the installation of a new rooflight within the roof slope. This is an application to establish whether the development is lawful. This will be a legal decision where the planning merits of the proposed use cannot be taken into account.

Location: Burgess Hill School For Girls, Keymer Road, Burgess Hill, West Sussex

The above planning application has been received and an electronic copy can be viewed on our website **www.midsussex.gov.uk/planningregister**. You can also view the application on a computer at the Council office during normal office hours between 8.45 am and 5 pm Monday – Thursday and 8.45 am – 4 pm Fridays.

If you want to comment formally on this application, you can do this in writing via the Online Planning Register or you can also submit your comments by letter or by email to the case officer ensuring that you quote application reference number and full postal address. Your comments must be received before **25th August 2026**. Relevant planning matters which can be considered are shown on the reverse of this letter.

All letters will generally be available to view on the Council's website within 5 working days of receipt. Letters will not be formally acknowledged due to the volume of correspondence received. Once made the decision on the application can be obtained by visiting the Online Planning Register.

Please be aware that any written submission you make to us will be available to the general public and may be referred to in reports concerning the proposal. For this reason, letters marked 'Confidential' cannot be considered.

Yours faithfully



Eric Owens
Interim Assistant Director Planning and Sustainable Economy

ADVICE ON COMMENTING ON PROPOSALS

Finding out about the Application

Try and view the submitted plans and forms before you contact the Council. Either view the plans online by visiting www.midsussex.gov.uk/planningregister, or at our offices in the Planning Reception. Your local town or parish council will also consider the application. Most have regular planning committee meetings and, if so, you may be entitled to go along to hear what is being said. It may also be possible for you to speak at the meeting and the clerk, I am sure, will be happy to advise. After the meeting, the planning committee will submit its recommendations to us for consideration alongside other submissions from interested parties.

If you don't understand any part of the proposal, please telephone the Case Officer (name and telephone number overleaf) to make an appointment.

What to Comment on

The only factors that can be taken into consideration are:

- Whether the development accords with the criteria set out under the relevant planning legislation
- Factual information about the length of time a building/structure/use has been constructed or taken place
- Any other evidence to support/refute the claims being made in the application

How to Comment on the Application

- Online Planning Register www.midsussex.gov.uk/planningregister. Your email address will automatically be removed from the information that is published on the website.
- By email to: planninginfo@midsussex.gov.uk
- By letter to the address overleaf

Please ensure that your comments include the application reference number and your name and address.

Mid Sussex District Council

List of consultations made

Neighbours notified for application DM/26/1851

Initial neighbour check date:

Signed:

Date received by Officer:

Address	Ltr Sent
Chelford,Keymer Road,Burgess Hill,West Sussex,RH15 0AG,	04.08.2026
Fletching,Keymer Road,Burgess Hill,West Sussex,RH15 0AG,	04.08.2026
Riffams,Keymer Road,Burgess Hill,West Sussex,RH15 0AG,	04.08.2026
Westwyck,Keymer Road,Burgess Hill,West Sussex,RH15 0AG,	04.08.2026
School Uniform Shop,Cedar Lodge,Burgess Hill School For Girls,Keymer Road,Burgess Hill,West Sussex,RH15 0AQ,	04.08.2026
Nursery 51,Burgess Hill School For Girls,Keymer Road,Burgess Hill,West Sussex,RH15 0EG,	04.08.2026

Consultees	Ltr Sent
Parish Consultation	04.08.2026
Conservation Officer - Emily Wade	04.08.2026

Site Notices	Printed
Site Notice - CA, LB	04.08.2026