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For Official use
App No:
Date Rec:
Fee:



Householder Application for Planning Permission for works or extension to a dwelling

Town and Country Planning Act 1990 (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

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x)	Northing (y)
525655	129364

Description

Applicant Details

Name/Company

Title

Mr

First name

James

Surname

Benson

Company Name

Address

Address line 1

42 Covert Mead

Address line 2

Address line 3

Town/City

Handcross

County

West Sussex

Country

United Kingdom

Postcode

RH17 6DP

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Agent Details

Name/Company

Title

Mr

First name

Richard

Surname

Ewen

Company Name

Richard Ewen Architects

Address

Address line 1

The Moat House

Address line 2

38A Beacon Road

Address line 3

Ditchling

Town/City

Hassocks

County

Country

Postcode

BN6 8UZ

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

Proposed new oak porch and single storey side, front and rear extension with a part two storey extension and roof conversion with internal alterations to 42 Covert Mead, Handcross, West Sussex RH17 6DP.

Has the work already been started without consent?

- ☐ Yes
- ☒ No

Materials

Does the proposed development require any materials to be used externally?

- ☒ Yes
- ☐ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:

Walls

Existing materials and finishes:

Existing brickwork.

Proposed materials and finishes:

New brickwork to match existing brick type and colour and/or Blockwork with rendered painted finish and/or new Oak timber wall cladding to new extensions to the house.

Type:

Roof

Existing materials and finishes:

Existing concrete/clay roof tiles to pitched roofs with polycarbonate sheet roof to rear conservatory.

Proposed materials and finishes:

Proposed new concrete/clay roof tiles to all new pitched roofs over extensions and roof conversion to match existing materials. Proposed flat roof over front WC extension and rear Conservatory in a single-ply membrane roof finish, with lead flashings to all wall abutments and with lead roof edge profile to projecting eaves detail.

Type:

Windows

Existing materials and finishes:

White UPVC casement windows.

Proposed materials and finishes:

Proposed new HW Timber factory painted casement or sash windows with Ultra Slim double-glazed units (Conservation Area & Listed Building Approved), or White UPVC casement windows to match existing windows.

Type:

Doors

Existing materials and finishes:

Existing white UPVC framed doors with sealed double glazed units.

Proposed materials and finishes:

Proposed external doors to extensions and main house to be either HW Timber painted or white UPVC framed doors to match existing. All new joinery to be sealed double glazed units.

Type:

Other

Other (please specify):

Low Profile Roof Lantern

Existing materials and finishes:

Proposed materials and finishes:

Proposed grey powder coated aluminium low-profile flat double-glazed roof lantern to Conservatory. Velux roof lights with white polyurethane internal finish.

Type:

Vehicle access and hard standing

Existing materials and finishes:

Tarmac covering.

Proposed materials and finishes:

20mm pea gravel drive with granite setts to edge herbaceous border with shrubs and additional fruit tree planting to complement existing plants.

Type:

Other

Other (please specify):

New Dormer Windows

Existing materials and finishes:

None

Proposed materials and finishes:

Proposed new hip dormer windows to have Lead sheet dormer cheeks with concrete/clay roof tiles.

Type:

Other

Other (please specify):

Conservatory Doors

Existing materials and finishes:

Existing white UPVC doors and windows.

Proposed materials and finishes:

Proposed powder coated aluminium bi-folding doors and/or sliding patio doors and/or HW Timber moulded 75mm solid doors in Ultra Slim double-glazed units (Conservation Area & Listed Building Approved).

Are you supplying additional information on submitted plans, drawings or a design and access statement?

☒ Yes

☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

Architects drawings REA/704/01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17 and 18
REA/704/Design and Access Statement.

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

☐ Yes

☒ No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

☐ Yes

☒ No

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

☐ Yes

☒ No

Is a new or altered pedestrian access proposed to or from the public highway?

☐ Yes

☒ No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

☐ Yes

☒ No

Parking

Will the proposed works affect existing car parking arrangements?

- ☐ Yes
☒ No

Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

☒ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

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

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

DM/25/1935

Date (must be pre-application submission)

31/07/2025

Details of the pre-application advice received

Email from Ms Anna Tidey dated 19th August 2025

I have now had the opportunity to consider the proposed plans in more detail, having an appreciation for the context of the site. I have also reviewed the plans for the extension next door at No 67 Covert Mead (DM/22/3147) and I have also looked at the application that I was the Case Officer for at No 5 Covert Mead (DM/21/1288). I would encourage you to look at the scale of the approved rear dormers on that application.

I am of the opinion that the main elements of the proposal are acceptable, these being: the front and side extensions, on the south eastern elevation, the porch addition and associated new windows to the hallway and stairs and the rear single storey sun room addition. I also consider that the first floor extension on the north eastern elevation of the house is acceptable.

As we discussed your client will need to consider the layout and parking/turning provision for vehicles at the front of the property. An application should be accompanied with a Block Plan to show the area with car parking spaces delineated and reference made to the hard surfacing materials and any new landscaping proposals.

My main concern with the proposed plans is with the roof alterations, including the number and scale of the front facing roof lights, the proposed half hipped roofline, but in particular the possible ridge line height increase and the scale of the proposed rear dormers (options 1 and 2 that you presented).

I am mindful, however, of the full gabled roof form and scale of the side extension that has been permitted at No 67 Covert Mead, and other extension designs in close proximity to No 42. This would be a material consideration for the proposed works at No 42. Also the orientation of the house and its position at the end of the cul de sac would mean that a change in the roof form on the north eastern side would not be highly prominent in public vantage points from the street scene. As such I believe that a scaled down roof extension to include the half hipped gable, but with fewer roof lights and smaller dormers to the rear, may represent an acceptable design solution to achieve the desired second floor accommodation. We also discussed potential overlooking issues from new windows at first floor towards the rear private amenity space at No 40, so these should be carefully placed.

The above represents my informal view only based on the information contained in your enquiry.

I hope that the above information is helpful. I return from Annual Leave from 8th September 2025, should you wish to discuss this reply with me.

Yours sincerely

Anna Tidey
Planning Officer

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

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- ☒ Yes
- ☐ No

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ Yes
- ☒ No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

*** "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.**

**** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.**

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- ☐ The Applicant
- ☒ The Agent

Title

Mr

First Name

Richard

Surname

Ewen

Declaration Date

23/09/2025

☒ Declaration made

Declaration

I/We hereby apply for Householder planning permission 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

Richard Ewen

Date

23/09/2025