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West Sussex
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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)

Description

The application site is East Lodge, 23A Bolnore Road which is the east half of 23 Bolnore Road. 23 Bolnore Road has been divided to form 2 houses, East Lodge / 23A and West Lodge 23B.

Applicant Details

Name/Company

Title

Mr & Mrs

First name

Surname

Hodge

Company Name

Address

Address line 1

23 A East Lodge Bolnore Road

Address line 2

Address line 3

Town/City

Haywards Heath

County

Country

Postcode

RH16 4AB

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

Mr

First name

Jon

Surname

Turner

Company Name

Turner Associates

Address

Address line 1

2d St Johns Road

Address line 2

Hove

Address line 3

Town/City

Hove

County

Country

United Kingdom

Postcode

BN3 2FB

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

Proposed single storey extension

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:

Face brickwork and painted render and tile hanging.

Proposed materials and finishes:

Painted rendered masonry (to be light grey or off white colour) and tile hanging.

Type:

Roof

Existing materials and finishes:

Tiles.

Proposed materials and finishes:

Part tiles to storm porch and catslide roof and part flat roof finishes with metal coping to raised parapet and 150mm upstand to glazed rooflight in flat roof area (not visible over the raised parapet).

Type:

Windows

Existing materials and finishes:

Timber (white painted)

Proposed materials and finishes:

Timber (white painted to match).

Type:

Doors

Existing materials and finishes:

Timber (painted white) with glazed parts.

Proposed materials and finishes:

Timber (painted white) with glazed parts. Glazed folding doors (painted white) to family room facing rear garden.

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

Timber fences and brickwork pier with stone capping.

Proposed materials and finishes:

Timber sliding gate at vehicular entrance facing Bolnore Road, with a traditional design to match the neighbouring 21 Bolnore Road.

Type:

Vehicle access and hard standing

Existing materials and finishes:

Grey gravel.

Proposed materials and finishes:

Grey gravel.

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

Please find attached our drawings 01, 02, TA 1565 - 03, 10, 11, 12, 13, 14; covering letter and contextual photographs.

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

If Yes to any questions, please show details on your plans or drawings and state their reference numbers:

Please find attached our drawings 01, 02, TA 1565 - 03, 10, 11, 12, 13, 14.

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/24/2705

Date (must be pre-application submission)

05/11/2024

Details of the pre-application advice received

Reference: DM/24/2705

Proposal: Ground floor single storey extension to for an orangery

Location: 23A Bolnore Road Haywards Heath West Sussex RH16 4AB

Thank you for your enquiry received on 5 November.

The relevant legislation (Article 3, Schedule 2, Part 1, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015, as amended (GPDO) allows 'the enlargement, improvement or other alteration of a dwellinghouse' subject to various limitations and conditions.

Firstly, it defines 'original' as (a) a building existing on 1 July 1948 as the building as existing on that date, so the permitted development legislation is taken against the original property, rather than its recent planning permission for conversion into 2 dwellings.

Secondly, the building is unusual in that it does not have a front door facing the highway. Therefore an assessment needs to be made as to which elevation forms the 'principal elevation'. In this case, the porch to the north-eastern side led to the main hallway with a doorway at the other end of the hallway to the south-western side. The porch projects from the face of the elevation, with accommodation above. It reads as an important architectural and functional element of the building. Historic maps show that the building has not been appreciably extended and that the driveway to the north (leading to the porch) was in place earlier than that to the south (where it led to the garage and rear door). The Government's Technical Guidance on interpreting this legislation (Sep 2019) notes that "usually, but not exclusively, the principal elevation will be what is understood to the front of the house." Therefore I am of the opinion in this case that the principal elevation is not the front elevation but the NE elevation.

This means that, as the proposed extension will "extend beyond a wall which forms the principal elevation of the original dwellinghouse" it will require planning permission.

Application forms (Form 1), checklists and guidance notes can be found via the following link:

Apply for Planning Permission - Mid Sussex District Council

The information contained in pre-planning advice may be subject to public disclosure under the Freedom of Information Act 2000. Unless the information contained is legally exempt from disclosure, we cannot guarantee that we will not provide the whole or part of this advice to a third party making a request for information about the subject matter.

The views expressed in this email are at officer level only and do not prejudice the Council from making whatever decision it considers appropriate on any application subsequently submitted.

I hope these comments are helpful. Please do not hesitate to contact me if you have any further queries.

Kind regards

Andy Watt, BSc (Hons), MTPL, MRTPI
Senior 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

Jon

Surname

Turner

Declaration Date

07/03/2025

☒ 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

Jon Turner

Date

10/03/2025