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For Official use

App No:

Date Rec:

Fee:

Application for Planning Permission

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 Studio in a 2 bedroomed, cabin style outbuilding located in the grounds of Keepers Cottage, currently used for personal recreation and visiting family and friends. It has its own gated entrance separate to the main dwelling and also has a separate gated car park accessed off the lane to the North of the property.

Applicant Details

Name/Company

Title

Mrs

First name

Tamzin

Surname

Wares

Company Name

Address

Address line 1

14 Mead Lane

Address line 2

Address line 3

Town/City

Crawley Down

County

Country

United Kingdom

Postcode

RH10 4AY

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Site Area

What is the measurement of the site area? (numeric characters only).

64.00

Unit

Sq. metres

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

Please describe details of the proposed development or works including any change of use

The proposal is to apply for change of use to 'The Studio' (the outbuilding in the grounds of Keepers Cottage) to create a community Pottery Studio.

A Community Pottery Studio is a space designed to bring together individuals- regardless of their skill level- to learn to create pottery in a supportive and collaborative environment. The studio will offer resources such as pottery wheels, clay, glazes and kilns. Classes and workshops will also be offered with the aim to foster a sense of community, providing a place to share knowledge, techniques and experiences for up to 8 - 12 people.

No structural work needs to take place except to replace the decking area outside - in particular outside each door. A veranda will be installed outside bedroom 2 with steps down to the garden which can be used as an additional work/recreation space and fire exit.

Parking is already available along side the private fishing lake with access to the gated car park at the north end of the boundary.

The owners of The Studio are in full agreement to the change of use and fully support the application. They state that the The Studio has never been registered as a residential dwelling and just used as "incidental space".

Minimal changes will be required to the inside of the property. Electrics may need to be altered to allow for effective lighting and the installation of kiln/s and ventilation. There is already hand standing for a kiln where a log burner is currently installed on a hearth. Kilns will be new and professionally installed by a qualified electrician. I have experience in the running and loading/unloading of a kiln.

Has the work or change of use already started?

- ☐ Yes
☒ No

Existing Use

Please describe the current use of the site

Currently the building is used as a games room and a place for visiting family and friends to stay on an adhoc basis.
It has electricity with its own smart meter, an internet router, LPG gas boiler for hot water and the gas hob and a fully functioning kitchen and bathroom with shower.

Is the site currently vacant?

- ☒ Yes
☐ No

If Yes, please describe the last use of the site

The site is occasionally used for visiting family and friends and a games room during the day.

When did this use end (if known)?

dd/mm/yyyy

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated

- ☐ Yes
☒ No

Land where contamination is suspected for all or part of the site

- ☐ Yes
☒ No

A proposed use that would be particularly vulnerable to the presence of contamination

- ☐ 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:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

Hardwood decking is currently outside the thresholds of the doors but is in poor condition. These will be replaced with new hardwood decking.

Proposed materials and finishes:

Pro Timber deck board or similar and colour treated to match the studio exterior

Type:

Lighting

Existing materials and finishes:

Pendant lighting in the main living area

Proposed materials and finishes:

LED strip lights will be installed to improve the lighting

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

☐ Yes

☒ No

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular 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

Are there any new public roads to be provided within the site?

☐ Yes

☒ No

Are there any new public rights of way to be provided within or adjacent to the site?

☐ Yes

☒ No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

☐ Yes

☒ No

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

☒ Yes

☐ No

Vehicle Type:

Cars

Existing number of spaces:

12

Total proposed (including spaces retained):

12

Difference in spaces:

0

Vehicle Type:

Disability spaces

Existing number of spaces:

1

Total proposed (including spaces retained):

1

Difference in spaces:

0

Trees and Hedges

Are there trees or hedges on the proposed development site?

☐ Yes

☒ No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

☐ Yes

☒ No

If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

☐ Yes

☒ No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

☒ Yes

☐ No

Will the proposal increase the flood risk elsewhere?

☐ Yes

☒ No

How will surface water be disposed of?

- ☐ Sustainable drainage system
- ☐ Existing water course
- ☐ Soakaway
- ☐ Main sewer
- ☐ Pond/lake

Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species

- ☐ Yes, on the development site
- ☐ Yes, on land adjacent to or near the proposed development
- ☒ No

b) Designated sites, important habitats or other biodiversity features

- ☐ Yes, on the development site
- ☐ Yes, on land adjacent to or near the proposed development
- ☒ No

c) Features of geological conservation importance

- ☐ Yes, on the development site
- ☐ Yes, on land adjacent to or near the proposed development
- ☒ No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

[Find out more about biodiversity net gain, and access digital tools from our partners that can help determine if you are exempt, or produce the biodiversity metric information required.](#)

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in [Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 \(as amended\)](#)) would apply?

- ☐ Yes
- ☒ No

Biodiversity net gain has been introduced as a general condition for planning permission. As set out in [The Environment Act 2021](#): "grants of planning permission in England [are] to be subject to a condition to secure that the biodiversity gain objective is met". Therefore, in England, all planning permissions are generally subject to biodiversity gain rules, unless they are specifically exempt or out of scope.

If you have stated that the biodiversity net gain requirement does not apply to your application you must provide the reason(s) why, and may also need to supply evidence (especially where you believe the application is eligible for the 'de minimis' exemption).

[You can use our partner's free online tool to determine if you are exempt and to produce detailed reasons](#)

Please add all the reasons why biodiversity net gain does not apply and enter a justification for each one

Reason biodiversity net gain does not apply:

Development subject to the de minimis exemption (development below the threshold)

What best describes the size of your site?:

Over 25 square metres

Please justify the reason why biodiversity net gain does not apply:

The site will not be developed due to just applying for change of use. The owners of the The Studio already take part in NO Mow May, don't use pesticides, have habitat log piles, undisturbed areas of woodland, nettle patches, bramble patches, standing dead trees for nesting birds, ponds for amphibians, dragonflies ect. The only external changes will be the replacement of decking areas where current decking is rotten.

Note: Please read the help text for further information why developments may be exempt or not in scope.

Foul Sewage

Please state how foul sewage is to be disposed of:

- ☐ Mains sewer
- ☒ Septic tank
- ☐ Package treatment plant
- ☐ Cess pit
- ☐ Other
- ☐ Unknown

Are you proposing to connect to the existing drainage system?

- ☐ Yes
- ☒ No
- ☐ Unknown

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- ☐ Yes
- ☒ No

Have arrangements been made for the separate storage and collection of recyclable waste?

- ☐ Yes
- ☒ No

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

☐ Yes

☒ No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

☐ Yes

☒ No

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

☐ Yes

☒ No

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

☒ Yes

☐ No

Existing Employees

Please complete the following information regarding existing employees:

Full-time

0

Part-time

0

Total full-time equivalent

0.00

Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time

2

Part-time

0

Total full-time equivalent

Hours of Opening

Are Hours of Opening relevant to this proposal?

- ☒ Yes
☐ No

Please add details of the of the Use Classes and hours of opening for each non-residential use proposed.

If you do not know the hours of opening, select the Use Class and tick 'Unknown'

Use Class:

E(c)(iii) - Other appropriate services in a commercial, business or service locality

Unknown:

No

Monday to Friday:

Start Time:

09:00

End Time:

21:00

Saturday:

Start Time:

09:00

End Time:

21:00

Sunday / Bank Holiday:

Start Time:

End Time:

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

- ☐ Yes
☒ No

Is the proposal for a waste management development?

- ☐ Yes
☒ No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

- ☒ Yes
☐ No

If Yes, please specify each hazardous substance and the amount involved:

Hazardous substance :

Liquid petroleum gas

Amount - Tonne(s):

0.0940

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

If Other has been selected, please provide contact details:

Title

***** REDACTED *****

First name

***** REDACTED *****

Surname

***** REDACTED *****

Phone Number

***** REDACTED *****

Email

***** REDACTED *****

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

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

DM/25/1136

Date (must be pre-application submission)

23/05/2025

Details of the pre-application advice received

The following email was sent from Rachel Richardson, in response to the pre-planning application:

Dear Tamzin,

PROPOSED POTTERY BUSINESS FROM THE STUDIO (GARDEN BUILDING) AT KEEPERS COTTAGE, COPTHORNE COMMON.

I write in connection with your pre application enquiry and emails sent recently.

For clarification, the building the subject of your enquiry has been circled in yellow on the location plan you have submitted?

I have researched the planning history of this building and there was a planning permission under reference WP/035/93 to amend a planning application for the replacement of a chalet style house approved under WP/195/89 with a single storey bungalow. This is located at No 2 Keepers Cottage, Copthorne Common. Condition 1 of this permission requires that the building shall only be occupied for purposes incidental to the enjoyment of the 2 Keepers Cottage.

I am of the opinion that from the description of your proposed use, the pottery business would constitute a change of use for which planning permission is required.

As the building is not in your ownership, you would need to complete a Certificate B and include this with your planning application. This is to serve notice of the planning application on the owners of the building and land.

The application would be considered in the light of relevant planning policies in the adopted development plan which consists of the Mid Sussex District Plan (March 2018) and Copthorne Neighbourhood Plan (2021).

MSDP – Relevant policies

DP12 – Protection and Enhancement of the Countryside

DP14 – Sustainable Rural Development and the Rural Economy

DP21 – Transport

DP29 – Noise, Air and Light Pollution

DP41 – Flood Risk and Drainage

CNP – Relevant policies

CNP1 – General Development Requirements

Any application would be assessed on its individual merits and in light of the above planning policies and any comments received from consultees and representations.

The main issue would be the level of activity and comings and goings in terms of vehicular movements and impact on the countryside and residential amenity. Also, transport and highway safety in terms of access/visibility. I have also included the policy above on drainage because of the type of business proposed and disposal of waste. Environmental Health would also be consulted in terms of potential contamination. All that said though, from the description given, the proposed use sounds relatively low key and would be unlikely to compromise the landscape character of the locality.

Please click on the links below to assist you with the application forms and guidance notes to make your application.

[Full planning permission form](#)

[Checklist](#)

[Guidance](#)

Please note that the above advice is an officer informal opinion at this stage and is without prejudice to any subsequent decision made by the Council.

I hope this clarifies the planning position.

Kind regards,

Rachel.

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

Can you give appropriate notice to all the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

- ☒ Yes
- ☐ No

Certificate Of Ownership - Certificate B

I certify/ The applicant certifies that:

- ☒ I have/The applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates; or
- ☐ The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.

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

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner/Agricultural Tenant:

***** REDACTED *****

House name:

Keepers Cottage

Number:

Suffix:

Address line 1:

Copthorne Common

Address Line 2:

Town/City:

Copthorne

Postcode:

RH10 3LE

Date notice served (DD/MM/YYYY):

24/05/2025

Person Family Name:

Person Role

☒ The Applicant

☐ The Agent

Title

Mrs

First Name

Tamzin

Surname

Wares

Declaration Date

24/05/2025

☒ Declaration made

Declaration

I/We hereby apply for Full 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

Tamzin Wares

Date

06/06/2025