



Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

PP-15096763

Switchboard: 01444 458166
DX 300320 Haywards Heath 1
Email: servicesupport@midsussex.gov.uk
www.midsussex.gov.uk

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

--

Applicant Details

Name/Company

Title

Mr and Mrs

First name

Surname

Robinson

Company Name

Address

Address line 1

39 Brookway

Address line 2

Address line 3

Town/City

Burgess Hill

County

West Sussex

Country

UK

Postcode

RH15 0LN

Are you an agent acting on behalf of the applicant?

- ☒ Yes
- ☐ No

Applicant Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

Mr

First name

Philip

Surname

Clay

Company Name

philipjclay

Address

Address line 1

Byways

Address line 2

Castle Lane

Address line 3

Bramber

Town/City

Steypning

County

Country

GB

Postcode

BN44 3FB

Contact Details

Primary number

Secondary number

Fax number

Email address

Description of Proposed Works

Please describe the proposed works

Construction of single storey side 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:

Roof

Existing materials and finishes:

Concrete interlocking

Proposed materials and finishes:

Redland Cambrian Slate; (to suit low pitch)

Type:

Walls

Existing materials and finishes:

Brick
with tile hanging to front upper wall

Proposed materials and finishes:

Brick to match with tile hanging to front half gable

Type: Windows Existing materials and finishes: upvc Proposed materials and finishes: upvc
Type: Doors Existing materials and finishes: upvc. or white anodised Aluminium Proposed materials and finishes: upvc. or white anodised Aluminium
Type: Boundary treatments (e.g. fences, walls) Existing materials and finishes: 2.2 timber lap fence Proposed materials and finishes: as above but repositioned, removed the side of extension
Type: Vehicle access and hard standing Existing materials and finishes: not known Proposed materials and finishes: unaffected
Type: Lighting Existing materials and finishes: Proposed materials and finishes: not known

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

Type:

Other

Other (please specify):

Gutters and downpipes

Existing materials and finishes:

upvc

Proposed materials and finishes:

Existing downpipes utilised Gutters to match

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

drawings 2359 - 1,2,3,4

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.

Biodiversity net gain

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

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?
E.g. All the land is owned by a single individual

- ☒ 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

Philip

Surname

Clay

Declaration Date

20/07/2026

☒ 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

Philip Clay

Date

20/07/2026