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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

Applicant Details

Name/Company

Title

Mrs

First name

Alecia

Surname

Ridout

Company Name

Address

Address line 1

4 Nostel Priory Cottages

Address line 2

Haywards Heath Road

Address line 3

Balcombe

Town/City

Haywards Heath

County

Country

United Kingdom

Postcode

RH17 6PE

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

1.Window Replacement

It is proposed to replace all existing windows, currently comprising a mixture of wooden frames and UPVC, with Black Heritage Putty Line "Steel Replacement" aluminium profiles manufactured in the United Kingdom. The new windows will incorporate authentic 19mm "plant on" Georgian bars, replicating the existing layout. All replacement windows will comply with Certass registration and relevant Building Regulations.

2.Alteration to External Door Opening

The structural opening of one existing standard external door is to be reduced and converted into a side window, with new dimensions of 665mm wide (between brickwork) by 1125mm high (from the underside of the existing soffit to the top of new brickwork).

3.Replacement of French Door

One existing UPVC French door is to be replaced with a Black Heritage bi-fold door featuring a putty line detail consistent with the new windows.

4.Garage Door Replacement and Conversion

The existing garage door will be removed and replaced with a Black Heritage bi-fold door with a matching putty line design. As detailed in the attached plans, the garage will be converted to form part of a new kitchen.

5.Adjustment of Parking Bays

A section of hedge will be removed to enable the repositioning of parking bays, in accordance with the revised garden layout shown on the submitted plans.

6.Front Door Replacement

The existing front door is to be replaced with a Harley Aluminium Framed Door with reeded glass panels and gold hardware.

All other proposed works referred in the architect plans are internal and not subject to planning permission.

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:

Windows

Existing materials and finishes:

Timber outer frames and UPVC outer frames.

Proposed materials and finishes:

-Black Heritage Putty Line 'Steel Replacement' aluminium profiles manufactured in the United Kingdom -Polyamide thermal breaks -Head extensions including required trickle vents -Factory sprayed powder paint finish -High security multipoint shoot-bolt locking -Black Chelton modern/Art-Deco multipoint handles -Stainless steel egress hinges, mechanisms & fixings -Dummy openers throughout (Equal sitelines) - Floating mullion (French window) to 2 rooms -Windows to include authentic 19mm 'plant on' georgian bars to match current layout -'A' Rated 24mm Low E sealed units including krypton gas & warm edge spacer bars -Reeded obscure glass & toughened glass where required

Type:

Doors

Existing materials and finishes:

UPVC French Door and Metal Garage Door. Wooden Front Door.

Proposed materials and finishes:

Black Heritage Putty Line Bi-fold doors (aluminium profiles) manufactured in the United Kingdom to replace the French Door and Garage Door. Front Door: Harley Signature front door/sidelights to include low aluminium threshold, reeded glass & gold door furniture. Door to be factory sprayed powder paint finish in dark red.

Type:

Vehicle access and hard standing

Existing materials and finishes:

Hedge. Removal of hedge to relocate driveway with parking for 2 x cars.

Proposed materials and finishes:

A new driveway and parking area surfaced with Scottish cobbles, edged with clay pavers, and stabilised with a geogrid system to allow for drainage. Retained and repaired existing boundary walls, with selective removal of hedges to create parking access, alongside new hedging and tree planting to improve privacy and biodiversity. New hard landscaping including paved areas (Florence Storm porcelain slabs), shingle paths, steps.

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

Conversion of Garage - See Architect Plans - Final 003.

Vehicle Access & Hard Standing - See 4 Nostel Priory Cottages, Balcombe Measured Survey & Ridout Layout Plan R2 & Hedgerow Removal Enquiry.

Windows - See Window Size/Spec 1-3 & Example Exterior Window View, Example Exterior Window View Close Up & Example Interior Window View.

Front Door - See Front Door Specification, Front Door Example Image.

Bi-fold Doors - See Bi-fold Doors.

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

If Yes, please describe:

Yes. The proposed works will affect car parking arrangements by creating a new off-street driveway and parking area. A section of the front hedge will be removed to provide access, and a defined drive and parking area of approximately 62 sqm will be laid in Scottish cobbles with edging in Amersham clay pavers (See Ridout Layout Plan R2). This design increases and improves off-street parking provision and has been planned to accommodate the installation of an electric hook-up point to support sustainable vehicle use.

Formal confirmation has been obtained from Mid Sussex District Council that removal of this hedge does not require planning permission, as it is not protected under Conservation Area status and the Hedgerow Regulations apply only to agricultural hedges. The Council's Tree Officer confirmed that the privet hedge may be removed without consent. (See Hedgerow Removal Enquiry).

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/25/1922

Date (must be pre-application submission)

19/08/2025

Details of the pre-application advice received

From the details that you have provided I am of the opinion that planning permission is required for the proposed changes. This is due to the proposed change in the colour and appearance in the window framing/materials and because the property is located within the Balcombe Conservation Area.

Should you wish to apply for planning permission the relevant application forms and Validation Criteria (Local List) can be found on the MSDC website, via the following link: [Apply for Planning Permission - Mid Sussex District Council](#)

Documents that will be required to support the required planning application are detailed in the Validation criteria for planning applications, see Validation criteria for planning applications (Including Technical Details Consent) on the MSDC website. If you require assistance in making the application the Service Support Team can be contacted on 01444 477019 to help you during office hours.

The above represents my informal view only based on the information contained in your enquiry. Should you require a formal determination as to whether planning permission is required for your proposal then it is open to you to make an application to this authority for a Certificate of Lawful Development, under Section 192 of the Town and Country Planning Act 1990, as amended by the Planning and Compensation Act 1991.

The information contained in this letter 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.

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**

Owner/Agricultural Tenant

Name of Owner/Agricultural Tenant: ***** REDACTED *****
House name: Nostel Priory Cottages
Number: 4
Suffix:
Address line 1: 4 Nostel Priory Cottages
Address Line 2: Balcombe
Town/City: Haywards Heath
Postcode: RH176PE
Date notice served (DD/MM/YYYY): 04/07/2025
Person Family Name:

Person Role

- ☒ The Applicant
☐ The Agent

Title

Mrs

First Name

Alecia

Surname

Ridout Garfield

Declaration Date

08/09/2025

☒ 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

Alecia Ridout Garfield

Date

11/09/2025