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For Official use

App No:

Date Rec:

Fee:



Application for a Non-Material Amendment Following a Grant of 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

Applicant Details

Name/Company

Title

Mr

First name

Surname

Dyer

Company Name

Address

Address line 1

33 Willow Park

Address line 2

Address line 3

Town/City

Haywards Heath

County

West Sussex

Country

Postcode

RH16 3UA

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

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Eligibility

Does the applicant have an interest in the part of the land to which this amendment relates?

- ☒ Yes
- ☐ No

If the applicant is not the sole owner, has notification under Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) been given?

- ☐ Yes
- ☐ No
- ☒ Not applicable

Description of Your Proposal

Please provide the description of the approved development as shown on the decision letter

Removal of the existing conservatory and construction of a new extension including the part conversion of the existing garage

Reference number

DM/25/0315

Date of decision

09/04/2025

What was the original application type?

Householder planning permission

For the purpose of calculating fees, which of the following best describes the original development type?

- ☒ **Householder development:** Development to an existing dwelling-house or development within its curtilage
- ☐ **Other:** Anything not covered by the above category

Non-Material Amendment(s) Sought

Please describe the non-material amendment(s) you are seeking to make

Regulation of the ammended drawings following the construction work on site where the height of the extension has increased from the propsted dawings by 57mm, amendment to an incorrectly scaled part of the approved elevational drawing, 240mm reduction in width of the extension, change to the style of the patio doors and a minor alteration to the arrangement of the patio

Please state why you wish to make this amendment

Following inspection by Ms Clare Beauchamp under the reference EF/26/0219 where a minor descrepancy has been highlighted and investigated by the Local Authority Planning Department, the advice has been to submit to regualise the propsal

Are you intending to substitute amended plans or drawings?

- ☒ Yes
- ☐ No

If yes, please complete the following details

Old plan/drawing numbers

Location Plan 067-001-100A
Site Plan 067-001-200A
Existing Floor Plans 067-001-201A
Existing Floor Plans 067-001-202A
Existing and Proposed Roof Plan 067-001-203A
Proposed Floor Plans 067-001-210B
Proposed Roof Plan 067-001-211
Existing Elevations 067-001-300A
Proposed Elevations 067-001-310B

New plan/drawing numbers

ufm20_Permission_Householder_BNG	Approval Notice
067-001-100A Site Location Plan	Original Site Location Plan
067-001-210B Proposed Ground Floor	Drawing Provided at Planning Stage
067-001-211 Proposed Roof Plan	Drawing Provided at Planning Stage
067-001-310B Proposed Elevations	Drawing Provided at Planning Stage
067-001-310C Proposed Elevations 1	Drawing Provided During Discussions with Enforcement Officer
067-001-210C Proposed Ground Floor	Revised Drawing
067-001-210C Proposed Ground Floor	Revised Drawing
067-001-310D Proposed Elevations 1	Revised Drawing

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

EF/26/0219

Date (must be pre-application submission)

08/09/2026

Details of the pre-application advice received

Dear Mr Talley,

Following my further visit it has been noted that both the patio doors within the extension and the steps leading from the raised patio to the garden do not comply with the approved plans.

If the extension is still under construction, we would recommend that a Non-Material Amendment application under section 96A of the Town and Country Planning Act 1990 is submitted to regularise these changes. This application would also address the minor variation in the height of the extension.

Details of how to make an application can be found at the following link: <https://www.midsussex.gov.uk/planning-building/apply-for-planning-permission/>

Should you consider the development to have been carried out in accordance with the approved plans, we would advise that you submit an application for a Lawful Development Certificate.

The above represents my informal view only and does not preclude the Council making whatever decision it finds necessary or appropriate on application subsequently submitted. The submission of an application is no guarantee that planning permission will be granted.

I would be grateful if you could confirm your intentions with regards to this matter by email to clare.beauchamp@midsussex.gov.uk or on 01444477035 within 14 days and ensure that if you are submitting a planning application that this is completed within 28 days.

Many thanks,

Clare

Clare Beauchamp

Planning Investigations 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

Declaration

I/We hereby apply for Non-Material Amendment 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

Jonathan Talley

Date

10/09/2026