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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

Mr

First name

C

Surname

Terry

Company Name

Address

Address line 1

36 Mayhouse Road

Address line 2

Address line 3

Town/City

Burgess Hill

County

West Sussex

Country

Postcode

RH15 9RF

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Contact Details

Primary number

***** REDACTED *****

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 *****

Description of Proposed Works

Please describe the proposed works

Proposed second storey side extension, replacement of front garden hedge with new boundary wall and realignment of rear/south-east corner boundary fence

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:

Facing brick

Proposed materials and finishes:

Facing brick to match existing house

Type:

Roof

Existing materials and finishes:

Profiled concrete tiles

Proposed materials and finishes:

Profiled concrete tiles to match existing house

Type:

Windows

Existing materials and finishes:

White and grey casement windows

Proposed materials and finishes:

White and grey casement windows to match existing house

Type:

Doors

Existing materials and finishes:

White and grey doors

Proposed materials and finishes:

White and grey doors to match existing house

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

Close boarded timber fence and mixed hedges

Proposed materials and finishes:

New brick and black metal railing front boundary wall. Close boarded timber fence to match existing house

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

2415-001 Site Location and Block Plan

2415-002 Existing Floor Plans

2415-003 Existing Elevations

2415-005 Proposed Floor Plans

2415-006 Proposed Elevations

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

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings.

2415-002 Existing Floor Plans

2415-003 Existing Elevations

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

- ☒ Yes
- ☐ No

If Yes, please show on the plans, indicating the scale, which trees by giving them numbers (e.g. T1, T2 etc) and state the reference number of any plans or drawings

2415-005 Proposed Floor Plans

2415-006 Proposed Elevations

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:

2415-005 Proposed Floor Plans

2415-006 Proposed Elevations

Parking

Will the proposed works affect existing car parking arrangements?

- ☒ Yes
- ☐ No

If Yes, please describe:

The existing garage is being reduced in size and will not fit a standard size car. The existing driveway will still provide two off street car parking spaces.

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

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

DM/24/0670

Date (must be pre-application submission)

02/04/2024

Details of the pre-application advice received

Two options have been submitted with the enquiry which have the same footprint but differing layouts with option 1 retaining a garage and option 2 having a larger kitchen/dining room.

No elevational plans have been provided with the proposal, however from the floor plans it appears that the extension would be marginally set back at ground floor but not at first floor. Principle DG50 of the Mid Sussex Design Guide relates to side extensions and requires side extensions to be subservient to the original dwelling, with the original dwelling remaining the dominant feature, which normally includes setting back the front elevation of the extension and setting down the ridge height. The design of the extension should also appropriately respond to the character of the street form and appearance of the existing dwelling. I have not had the benefit of a site visit to the property and therefore I am unable to fully consider the potential impact of the proposal on the amenities of the neighbouring property, No. 37 Mayhouse Road, however I would recommend that the extension does not include first floor side windows.

Option 1 would retain a garage as part of the proposal, where as Option 2 would not include an parking provision within the extension. West Sussex County Council Parking Guidance requires minimum of 2.5 parking spaces for a property of this size in this locality. Therefore, so long as this provision is met there would not be any concern for either option.

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:
Number: 24
Suffix:
Address line 1: Elwood Close
Address Line 2:
Town/City: Burgess Hill
Postcode: RH15 9RE
Date notice served (DD/MM/YYYY): 10/03/2025
Person Family Name:

Person Role

- ☐ The Applicant
☒ The Agent

Title

Mr

First Name

Stuart

Surname

Beckett

Declaration Date

29/03/2025

☒ 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.
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☒ I / We agree to the outlined declaration

Signed

Stuart Beckett

Date

29/03/2025