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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

2

Suffix

Property Name

Address Line 1

Burleigh Way

Address Line 2

Address Line 3

West Sussex

Town/city

Crawley Down

Postcode

RH10 4LX

Description of site location must be completed if postcode is not known:

Easting (x)

534779

Northing (y)

137495

Description

Applicant Details

Name/Company

Title

Mr and Ms

First name

Surname

Lewis

Company Name

Address

Address line 1

2 Burleigh Way

Address line 2

Address line 3

Town/City

Crawley Down

County

West Sussex

Country

Postcode

RH10 4LX

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 *****

Description of Proposed Works

Please describe the proposed works

Demolition of the existing garage and erection of a 2-storey side extension and a single-storey rear extension with a flat rooflight.

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:

brickwork

Proposed materials and finishes:

brickwork to match existing

Type:

Windows

Existing materials and finishes:

uPVC

Proposed materials and finishes:

uPVC

Type:

Doors

Existing materials and finishes:

n/a

Proposed materials and finishes:

Aluminium or uPVC

Type:

Roof

Existing materials and finishes:

roof tiles

Proposed materials and finishes:

roof tiles to match existing

Type:

Lighting

Existing materials and finishes:

Proposed materials and finishes:

low energy LED downlights

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

26.10.050 Rev.01 Existing and Proposed Block Plans
26.10.100 Rev.00 Existing Plans
26.10.150 Rev.00 Existing Elevations
26.10.200 Rev.02 Proposed Plans
26.10.201 Rev.00 Existing and Proposed Roof Plans
26.10.250 Rev.01 Proposed Elevations and Section

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.

26.10.050 - Block plans shown hedges to land adjacent

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

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

HAH2438-6932-1690-2179

Date (must be pre-application submission)

25/03/2026

Details of the pre-application advice received

Dm/26/0494 – 2 Burleigh Way, Crawley Down - The garage to become a smaller downstairs garage, utility room and toilet, above the garage to extend the front facing bedroom, build a new master bedroom with en-suite bathroom. And extend out the rear of the premises towards the back garden.

As discussed, your adjoining neighbour at No.4 Burleigh Way is characterised by a two-storey side extension, two storey rear extension and single storey rear extension approved under DM/21/1479 and DM/22/3463.

The main considerations would be whether the proposal is in character, impact on neighbouring amenities and the transport impact (parking provision) with the increase in bedrooms and partial conversion of the garage. This would be judged in planning policy terms against DP21 and DP26 of the Mid Sussex District Plan and policies CDNP04.1 and CDNP04.3 of the Crawley Down Neighbourhood Plan.

As noted above, similar extensions characterise your adjoining neighbour at therefore subject to design your proposal would be in character with the streetscene.

In terms of neighbouring amenities, as the majority of works are on the southern side of the dwelling with high hedging and a footpath separating yourselves from the neighbours in Kiln Close, significant harm is unlikely to be caused from overlooking and loss of privacy.

Coupled with that a degree of overlooking is to be expected within the built-up area.

Given the extended nature of the adjoining neighbour at the rear, harm to light and outlook is not deemed likely to be caused from the proposed single storey rear extension. Whilst some overlooking may be caused by rear first floor windows, these would be no more harmful than the existing first floor rear windows at the property.

In terms of parking provision, there is parking for 2 cars on the driveway, it is not clear if as part of the scheme you are looking to pave the front garden to create an enlarged parking area but presuming not, there is a slight shortfall as under West Sussex Parking Guidance 3 off street parking spaces should be provided in this location. However, it is noted that the location is within the village centre of Crawley Down with significant provisions within walking distance and alternative forms of transportation (buses) within walking distance.

Therefore, in my informal opinion were an application to be submitted, the principle is accepted subject to design.

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

Ms

First Name

Sinead

Surname

Hagerty

Declaration Date

28/09/2026

☒ 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

Sinead Hagerty

Date

28/09/2026