

## Notification of Planning Application

Sent to:  
Neighbours listed below:

CONTACT: Peter Davies  
PHONE: 01444 477193  
EMAIL: peter.davies@midsussex.gov.uk  
DATE: 15th December 2025

Dear Sir/Madam

**Application No: DM/25/3174**

**Proposal:** Part of the garage converted to habitable space. Alterations to the front entrance porch and hipped roof replaced with a flat roof. Replace the ground floor windows with sliding doors and construct raised decking with steps to the south elevation. Insert ground floor window to the east elevation. External materials changed on the north elevation and windows replaced throughout.

**Location:** Rivendell, Portland Road, East Grinstead, West Sussex

The above planning application has been received and an electronic copy can be viewed on our website **[www.midsussex.gov.uk/planningregister](http://www.midsussex.gov.uk/planningregister)**. You can also view the application on a computer at the Council office during normal office hours between 8.45 am and 5 pm Monday – Thursday and 8.45 am – 4 pm Fridays.

If you want to comment formally on this application, you can do this in writing via the Online Planning Register or you can also submit your comments by letter or by email to the case officer ensuring that you quote application reference number and full postal address. Your comments must be received before **5th January 2026**. Relevant planning matters which can be considered are shown on the reverse of this letter.

All letters will generally be available to view on the Council's website within 5 working days of receipt. Letters will not be formally acknowledged due to the volume of correspondence received. Once made the decision on the application can be obtained by visiting the Online Planning Register.

Please be aware that any written submission you make to us will be available to the general public and may be referred to in reports concerning the proposal. For this reason, letters marked 'Confidential' cannot be considered.

Yours faithfully



Assistant Director Planning and Sustainable Economy

## ADVICE ON COMMENTING ON PROPOSALS

### Finding out about the Application

Try and view the submitted plans and forms before you contact the Council. Either view the plans online by visiting [www.midsussex.gov.uk/planningregister](http://www.midsussex.gov.uk/planningregister), or at our offices in the Planning Reception. Your local town or parish council will also consider the application. Most have regular planning committee meetings and, if so, you may be entitled to go along to hear what is being said. It may also be possible for you to speak at the meeting and the clerk, I am sure, will be happy to advise. After the meeting, the planning committee will submit its recommendations to us for consideration alongside other submissions from interested parties.

If you don't understand any part of the proposal, please telephone the Case Officer (name and telephone number overleaf) to make an appointment.

### What to Comment on

All comments we receive about a planning application will be considered, but only planning issues can be taken into account.

These might include:

- The effect of the proposed development on the appearance of the area;
- The quality of the design;
- Significant overbearing impact and loss of outlook;
- The economic benefits of the proposal
- Highway safety issues
- Loss of important trees
- Intrusion into the countryside
- Significantly increased noise and disturbance.

These do not include:

- Loss of view
- Loss of property value
- Loss of trade to a competitor
- Boundary and other disputes between neighbours
- Moral, religious issues

### How to Comment on the Application

- Online Planning Register [www.midsussex.gov.uk/planningregister](http://www.midsussex.gov.uk/planningregister). Your email address will automatically be removed from the information that is published on the website.
- By email to: [planninginfo@midsussex.gov.uk](mailto:planninginfo@midsussex.gov.uk)
- By letter to the address overleaf

Please ensure that your comments include the application reference number and your name and address.

### Decision

About 95% of all applications are decided upon by the Council's planning officers. However, if the proposal is particularly large or very controversial it will usually be referred to a planning committee formed of elected District Council members for a decision. The case officer, whose details are set out at the top of the letter will be able to explain the Council's decision making process to you.

If the application is to be determined by the planning committee and you have made representations you will receive written notification prior to the meeting of the date, time and venue for the meeting. Objectors and other interested parties can address the planning committee. The number of speakers is limited to a maximum of two supporters and two objectors. Each speaker is strictly limited to two minutes.

# ***Mid Sussex District Council***

## ***List of consultations made***

---

### ***Neighbours notified for application DM/25/3174***

Initial neighbour check date:

Signed:

Date received by Officer:

| <b>Address</b>                                                     | <b>Ltr Sent</b> |
|--------------------------------------------------------------------|-----------------|
| 7 Portland Road,East Grinstead,West Sussex,RH19 4EB,               | 15.12.2025      |
| Woodhurst,Portland Road,East Grinstead,West Sussex,RH19 4DZ,       | 15.12.2025      |
| 7 The Rise,East Grinstead,West Sussex,RH19 4DS,                    | 15.12.2025      |
| 6 The Rise,East Grinstead,West Sussex,RH19 4DS,                    | 15.12.2025      |
| 5 The Rise,East Grinstead,West Sussex,RH19 4DS,                    | 15.12.2025      |
| 4 The Rise,East Grinstead,West Sussex,RH19 4DS,                    | 15.12.2025      |
| 3 The Rise,East Grinstead,West Sussex,RH19 4DS,                    | 15.12.2025      |
| Highlands House,Portland Road,East Grinstead,West Sussex,RH19 4DZ, | 15.12.2025      |
|                                                                    |                 |

| <b>Consultees</b>   | <b>Ltr Sent</b> |
|---------------------|-----------------|
| Parish Consultation | 15.12.2025      |
|                     |                 |

| <b>Site Notices</b> | <b>Printed</b> |
|---------------------|----------------|
|                     |                |
|                     |                |