



Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

Switchboard: 01444 458166
DX 300320 Haywards Heath 1
Email: servicesupport@midsussex.gov.uk
www.midsussex.gov.uk

For Official use
App No:
Date Rec:
Fee:

Application for 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

49

Suffix

Property Name

Queensmere House

Address Line 1

Queens Road

Address Line 2

Address Line 3

West Sussex

Town/city

East Grinstead

Postcode

RH19 1BG

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

Easting (x)

Northing (y)

539323

138088

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes
 No

Contact Details

Primary number

Secondary number

Fax number

Email address

***** REDACTED *****

Agent Details

Name/Company

Title

Mr

First name

William

Surname

Board

Company Name

ATP

Address

Address line 1

Brook House

Address line 2

2a Coventry Road

Address line 3

Town/City

ILFORD

County

Country

Postcode

IG1 4QR

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Site Area

What is the measurement of the site area? (numeric characters only).

1573.50

Unit

Sq. metres

Description of the Proposal

Please note in regard to:

- Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

Please describe details of the proposed development or works including any change of use

Conversion of a D1 Educational Building to 24no. Residential Apartments (32 Bedrooms) with infilling of existing undercroft areas, associated car parking, landscaping, cycle spaces, amenity areas, 1.1m high metal fence and new ramp.

Has the work or change of use already started?

Yes
 No

Existing Use

Please describe the current use of the site

Vacant

Is the site currently vacant?

Yes
 No

If Yes, please describe the last use of the site

Educational Uses

When did this use end (if known)?

19/06/2016

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated

Yes
 No

Land where contamination is suspected for all or part of the site

Yes
 No

A proposed use that would be particularly vulnerable to the presence of contamination

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:

Red Brick Timber Cladding

Proposed materials and finishes:

Red Brick Aluminium PPC Cladding

Type:

Roof

Existing materials and finishes:

Plain Tiles

Proposed materials and finishes:

Slate Effect Tiles

Type:

Windows

Existing materials and finishes:

Brown windows

Proposed materials and finishes:

Light Grey Windows

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

Mixed Treatments

Proposed materials and finishes:

1.1 Metal Railing to front elevations Close boarded fence panels

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

24152_PL01_Location Plan
24152_PL02_Existing Plans
24152_PL03_Existing Elevations
24152_PL04_Proposed Lower Ground Floor Plan
24152_PL05_Proposed Ground Floor Plan
24152_PL06_Proposed First and Second Floor Plans
24152_PL07_Proposed Front and Rear Elevations
24152_PL08_Proposed Side Elevations and Section
24152_PL09_Proposed Hard Landscape Plan
24152_PL10_Proposed Soft Landscape Plan
Design And Access Statement
24152_Affordable Housing Statement
24152_Planning Obligation Instruction Form
24152_Planning Statement
24152_Road Safety Audit
24152_Statement of Community Involvement
0118-ACS-XX-XX-DD-C-9210_P01_Drainage Construction Details Sheet 1
0118-ACS-XX-XX-DD-C-9211_P01_Drainage Construction Details Sheet 2
0118-ACS-XX-XX-DP-C-9200_P01_Proposed Drainage Layout
0118-ACS-XX-XX-LS-C-9230_P01_Manhole Schedules
3470118 Queensmere House 20241218 - Foul
3470118 Queensmere House 20241218 - Surface
Queensmere - aiams1 031224
Stage 2 Cost Plan 23.10.24
H4273 - Queensmere House, East Grinstead - Noise Assessment - v1
PE Queensmere Feasibility Stage Statutory Metric V2 with Recommendations
PE Queensmere Feasibility Stage Statutory Metric V2
Queensmere Road BNG Feasibility Stage Report V2
Queensmere House EclA Scoping. Practical Ecology Ltd. Nov 2024 V1
446006-01-(00) Queensmere House - AQA
STL J15841 Queensmere House Report
Energy Statement Queensmere House OP-C943 v1 DRAFT

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular 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

Are there any new public roads to be provided within the site?

Yes
 No

Are there any new public rights of way to be provided within or adjacent to the site?

Yes
 No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

Yes
 No

If you answered Yes to any of the above questions, please show details on your plans/drawings and state their reference numbers

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

Yes
 No

Please provide information on the existing and proposed number of on-site parking spaces

Vehicle Type:

Cars

Existing number of spaces:

42

Total proposed (including spaces retained):

15

Difference in spaces:

-27

Vehicle Type:

Cycle spaces

Existing number of spaces:

0

Total proposed (including spaces retained):

24

Difference in spaces:

24

Trees and Hedges

Are there trees or hedges on the proposed development site?

Yes
 No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

Yes
 No

If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

Yes
 No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

Yes
 No

Will the proposal increase the flood risk elsewhere?

Yes
 No

How will surface water be disposed of?

Sustainable drainage system
 Existing water course
 Soakaway
 Main sewer
 Pond/lake

Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species

Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

b) Designated sites, important habitats or other biodiversity features

Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

c) Features of geological conservation importance

Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

[Find out more about biodiversity net gain, and access digital tools from our partners that can help determine if you are exempt, or produce the biodiversity metric information required.](#)

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in [Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 \(as amended\)](#)) would apply?

Yes
 No

Based on your site details, you are likely eligible to [use our partner's online tool to create the metric sheet and all information and supporting documents and plans you need to comply with biodiversity net gain, including the metric sheet](#). Estimated time to complete is 45 minutes.

Please provide the pre-development biodiversity value of onsite habitats on the date of calculation

0.81

Please provide the date the onsite pre-development biodiversity value was calculated

08/10/2024

Note: This should be either the date of the application, or an earlier proposed date

If an earlier date, to the date of the planning application, has been used, please provide details why this date has been used

When was the version of the biodiversity metric used published?

14/01/2025

Please provide the reference or supporting document/plan names for the:

- i. Biodiversity metric calculation
- ii. Onsite irreplaceable habitats (if applicable)
- iii. Onsite habitats existing on the date of the application for planning permission (if applicable)

Document/Plan:

Biodiversity metric calculation

Document name/reference:

PE Queensmere Feasibility Stage Statutory Metric V2 with Recommendations

Note: You must supply a complete biodiversity metric calculation with your application. Plans must be drawn to an identified scale, and show the direction of North.

Has there been any loss (or degradation) of any onsite habitat(s), resulting from activities carried out before the date the onsite pre-development biodiversity value was calculated. Either:

- on or after 30 January 2020 which were not in accordance with a planning permission; or
- on or after 25 August 2023 which were in accordance with a planning permission?

Yes
 No

Please provide the pre-development value of the onsite habitat before these activities were carried out

0.81

Please provide the date the pre-development biodiversity value was calculated?

14/01/2025

Please provide supporting evidence

Does the development site have irreplaceable habitats (corresponding to the descriptions in [Column 1 of the Schedule in the Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations \(2023\)](#)) which are:

- i. on land to which the application relates; and
- ii. exist on the date of the application for planning permission, (or an earlier agreed date)

Yes
 No

Foul Sewage

Please state how foul sewage is to be disposed of:

Mains sewer
 Septic tank
 Package treatment plant
 Cess pit
 Other
 Unknown

Are you proposing to connect to the existing drainage system?

Yes
 No
 Unknown

If Yes, please include the details of the existing system on the application drawings and state the plan(s)/drawing(s) references

0118-ACS-XX-XX-DD-C-9210_P01_Drainage Construction Details Sheet 1
0118-ACS-XX-XX-DD-C-9211_P01_Drainage Construction Details Sheet 2
0118-ACS-XX-XX-DP-C-9200_P01_Proposed Drainage Layout
0118-ACS-XX-XX-LS-C-9230_P01_Manhole Schedules
3470118 Queensmere House 20241218 - Foul
3470118 Queensmere House 20241218 - Surface

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

Yes
 No

If Yes, please provide details:

New Refuse store located in building

Have arrangements been made for the separate storage and collection of recyclable waste?

Yes
 No

If Yes, please provide details:

New Refuse store located in building

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

Yes
 No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

Yes
 No

Please note: This question is based on the current housing categories and types specified by government.

If your application was started before 23 May 2020, the categories and types shown in this question will now have changed. We recommend that you review any information provided to ensure it is correct before the application is submitted.

Proposed

Please select the housing categories that are relevant to the proposed units

Market Housing
 Social, Affordable or Intermediate Rent
 Affordable Home Ownership
 Starter Homes
 Self-build and Custom Build

Market Housing

Please specify each type of housing and number of units proposed

Housing Type: Flats / Maisonettes
1 Bedroom: 6
2 Bedroom: 17
3 Bedroom: 1
4+ Bedroom: 0
Unknown Bedroom: 0
Total: 24

Proposed Market Housing Category Totals	1 Bedroom Total	2 Bedroom Total	3 Bedroom Total	4+ Bedroom Total	Unknown Bedroom Total	Total
	6	17	1	0	0	24

Existing

Please select the housing categories for any existing units on the site

- Market Housing
- Social, Affordable or Intermediate Rent
- Affordable Home Ownership
- Starter Homes
- Self-build and Custom Build

Totals

Total proposed residential units

24

Total existing residential units

0

Total net gain or loss of residential units

24

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

Yes
 No

Please add details of the Use Classes and floorspace.

Use Class:

F1 - Learning and non-residential institutions

Existing gross internal floorspace (square metres) (a):

1367

Gross internal floorspace to be lost by change of use or demolition (square metres) (b):

1367

Total gross new internal floorspace proposed (including changes of use) (square metres) (c):

0

Net additional gross internal floorspace following development (square metres) (d = c - a):

-1367

Totals	Existing gross internal floorspace (square metres) (a)	Gross internal floorspace to be lost by change of use or demolition (square metres) (b)	Total gross new internal floorspace proposed (including changes of use) (square metres) (c)	Net additional gross internal floorspace following development (square metres) (d = c - a)
	1367	1367	0	-1367

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

Yes
 No

Hours of Opening

Are Hours of Opening relevant to this proposal?

- Yes
- No

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

- Yes
- No

Is the proposal for a waste management development?

- Yes
- No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

- Yes
- No

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/24/1736

Date (must be pre-application submission)

06/09/2024

Details of the pre-application advice received

- Principle of development: The conversion to residential use is still supported in principle, with a statement justifying the loss of educational use required.
- Welcomed to bring back a vacant building back into use.
- Welcomed the principle of improving a somewhat dreary building, make sure that the colours lift up the brickwork.
- Concern about the living conditions for the proposed lower ground floor flats where two of them will be lit solely by lightwells- suggestion to remove the corridor and create dual aspect units.
- A development of 25 x 1 and 2 bed flats, which gives rise to a minimum on-site affordable housing requirement of 30% in accordance with District Plan Policy DP31. This equates to 8 affordable housing units since the resultant number of affordable housing units.
- The proposed housing mix, subject to the reconfiguration of the lower ground floor units (set out above) and compliance with the National Space Standards, is not likely to be contentious.
- Impact on Trees: No objection – the site would benefit from further landscaping, particularly around the boundaries.
- Suitable EV Charging infrastructure should be incorporated.
- A drainage and Flood Risk mitigation plan should form part of the application.
- Scheme should look to meet BNG Targets.
- Ashdown Forest concerns: Proposal has potential to increase the number of traffic movements and may have an adverse impact on the amount of nitrogen dioxide pollution deposited.

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

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

Mr

First Name

William

Surname

Board

Declaration Date

05/02/2025

Declaration made

Declaration

I/We hereby apply for Full 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

William Board

Date

12/02/2025