

Emily Wade

From: [REDACTED]
Sent: 10 June 2025 14:28
To: [REDACTED]
Subject: DM/25/1135 Discharge of Condition application, Tythe Cottage

Dear Anna

I am just looking through the above application for discharge of condition with a view to issuing an approval to you, but I note that although we have photographs of the proposed reclaimed tiles (which are acceptable), we have no provenance. Could you please provide details of any available provenance (such as a description of the tiles, and the source or reclamation yard), which I can use to identify the tiles on the decision notice?

Kind regards,

Emily Wade

Please note that this advice is given at Officer level only and is without prejudice to the formal decision of the District Council.

Submit your planning application online.
<http://www.planningportal.gov.uk>

Emily Wade Ma MSc
Conservation Officer
Planning Services
Tel: +44 (0)1444 477385
emily.wade@midsussex.gov.uk <http://www.midsussex.gov.uk>



Sent: 29 April 2025 19:59
To: servicesupport <servicesupport@midsussex.gov.uk>
Cc: Emily Wade <Emily.Wade@midsussex.gov.uk>
Subject: Re: DM/25/0470

Dear Sally

Thank you for the information. Please find the application attached with photos.

Best wishes

Anna

Sent from Outlook for iOS

From: servicesupport <servicesupport@midsussex.gov.uk>

Sent: Friday, April 25, 2025 9:59 am

Subject: RE: DM/25/0470

Hi Anna

Emily has forwarded your email to us.

You will need to fill out the Discharge of Conditions application form, which is quite straight forward.

It looks like the condition you need to discharge is condition 2.

As it is a Listed building then there is no fee for the application, but you will need to send samples of the roof tiles, but I think photos will be Ok for that, but check with Emily.

You can submit your application by email to servicesupport@midsussex.gov.uk

Kind regards

Sally

Sally Johnson

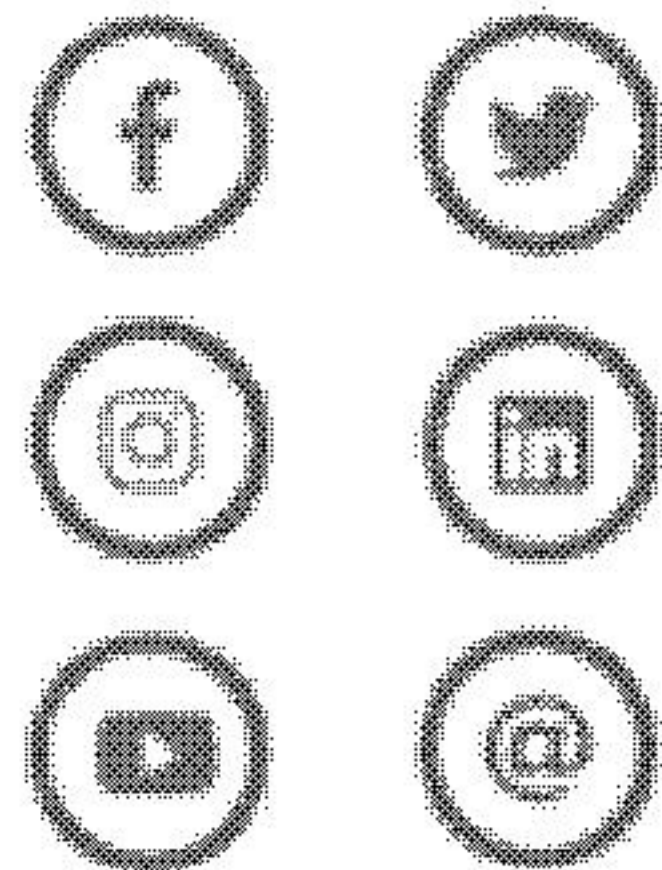
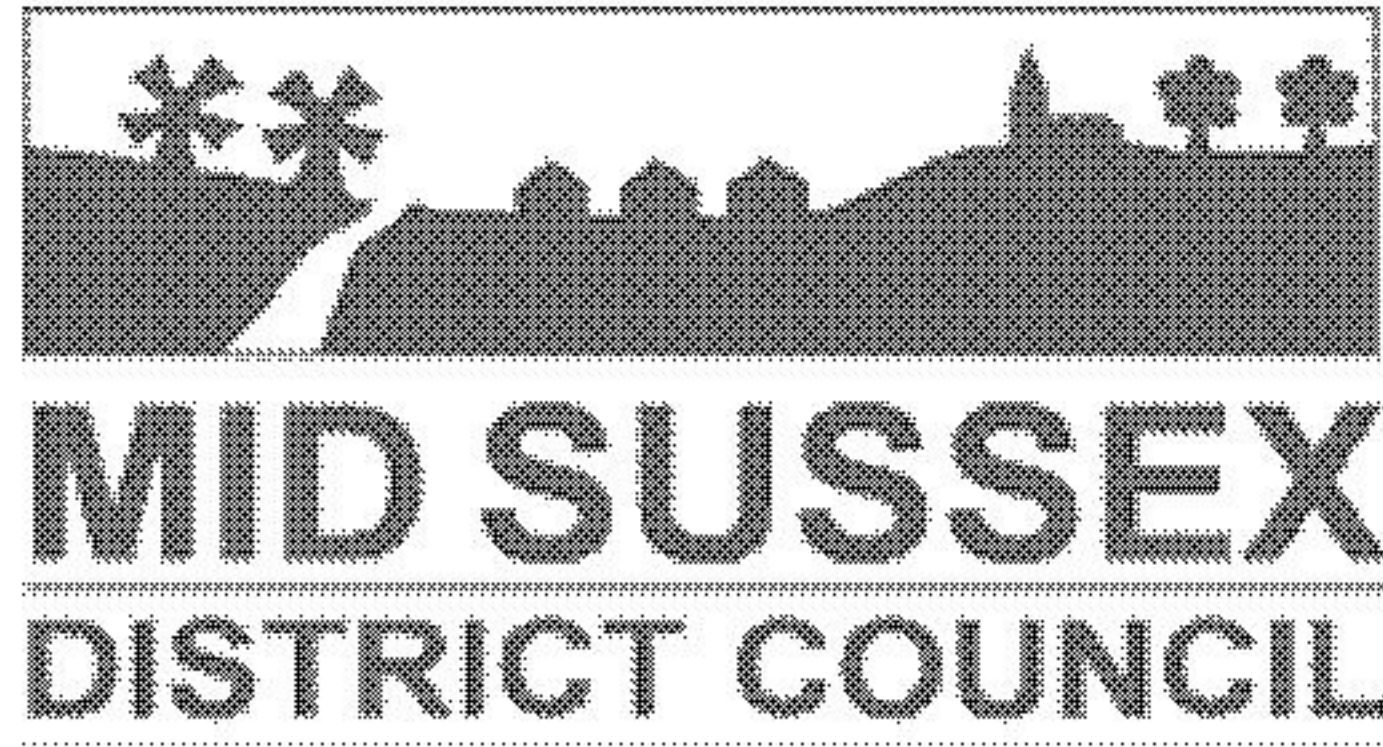
Senior Application Officer

Planning and Building Support Services

Tel +44 (0)1444 477327,

Sally.johnson@midsussex.gov.uk

www.midsussex.gov.uk



Working together for a better Mid Sussex

From: Emily Wade <emily.wade@midsussex.gov.uk>

Sent: 25 April 2025 08:03

Subject: RE: DM/25/0470

Dear Anna

Thank you for your email. I am copying in our Service Support team who deal with technical issues like this and should be able to advise you.

Kind regards,

Emily Wade

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Planning Services
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emily.wade@midsussex.gov.uk <http://www.midsussex.gov.uk>



Sent: 25 April 2025 07:42
To: Emily Wade <emily.wade@midsussex.gov.uk>

Subject: Re: DM/25/0470

Dear Emily

Thank you for your reply. I have had a look at form 40. I have a few questions about it and would be grateful for your guidance.

1. could you please clarify which sections of Form 40 I should complete? We have already completed a lengthy LBC application including plans and other details via the portal, which we have received permission for.
2. Please could you confirm that we only need to include the first 2 items on the checklist below:

Application for Approval of Details F

There are no **NATIONAL REQUIREMENTS** for applications for condition except that they should be made in writing. However the following:

Completed application form which should be signed and dated

The appropriate fee – for householder (domestic extensions) £86 other cases £298.

Plans - only required if the condition relates to operational development. Where appropriate block plan at 1:200 or 1:500 showing site boundary. Existing and proposed floor and elevation plans at 1:50 or 1:100. Existing and proposed site sections, finished and site levels at 1:50 or 1:100.

NB Applicants are advised that where plans and documents are required to be provided, a full explanation must be provided. In the event that the Local Planning Authority will consider the application invalid if the required information is not provided.

3. Who do I send the form and photos to?
4. How do I make payment?

Many thanks and best wishes

Anna

Sent from [Outlook for iOS](#)

From: Emily Wade <emily.wade@midsussex.gov.uk>

Sent: Thursday, April 24, 2025 8:57 am

Subject: RE: DM/25/0470

Dear Anna

Thanks for your email.

I am afraid there is formal application procedure for discharge of conditions which you will need to follow- I am sorry if that was not made clear in the decision letter. You can find an application form and details of how to apply on our website, here: [Apply for Planning Permission - Mid Sussex District Council](#) (scroll down to form 40).

Kind regards,

Emily Wade

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Emily Wade Ma MSc
Conservation Officer
Planning Services
Tel: +44 (0)1444 477385
emily.wade@midsussex.gov.uk <http://www.midsussex.gov.uk>



Sent: 24 April 2025 08:19

To: Emily Wade <emily.wade@midsussex.gov.uk>

Subject: DM/25/0470

Dear Emily

I hope you are well. We have received permission for the listed building application above and have been asked to submit photos of the tiles we will use to replace any which are no longer serviceable.

The permission letter did not mention how to submit the photos other than that it should be in writing, so I hope this is suitable. The tiles are reclaimed clay peg tiles from Sussex. We have included a photo with our current roof to show the similarity in material and colour.

Best wishes

Anna Forrest

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