

Mr Ben Sears
c/o Mr Andrew Paine
Andrew Paine Architecture
Green Man Cottage
The Green
Horsted Keynes
Haywards Heath
RH17 7AS

CONTACT: Stefan Galyas
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REF: DM/26/1808
DATE: 15th September 2026

Dear Sir/Madam

**Hazelwood House Church Lane Horsted Keynes Haywards Heath
Conversion of garage to form private home office, pottery studio, storage and ancillary loft
accommodation.**

I advise that your application DM/26/1808 was **Granted Permission** on **15th September 2026**.

I enclose a copy of the Decision Notice in relation to the above application. If you are acting as an Agent please ensure that a copy is given to the applicant. **Please read the notes accompanying this decision notice carefully.**

Please also be advised that this permission does not constitute an approval under Building Regulations. Before you proceed with your proposal you should ensure that a Building Control application is not required or has been submitted.

Yours faithfully



Eric Owens
Interim Assistant Director Planning and Sustainable Economy

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TOWN AND COUNTRY PLANNING ACT 1990
TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE)
(ENGLAND) ORDER 2015

PERMISSION

REFERENCE: DM/26/1808

DESCRIPTION: CONVERSION OF GARAGE TO FORM PRIVATE HOME OFFICE, POTTERY STUDIO, STORAGE AND ANCILLARY LOFT ACCOMMODATION.

LOCATION: HAZELWOOD HOUSE, CHURCH LANE, HORSTED KEYNES, HAYWARDS HEATH

DECISION DATE: 15 SEP 2026

CASE OFFICER: STEFAN GALYAS - STEFAN.GALYAS@MIDSUSSEX.GOV.UK

The Council hereby notify you that they **GRANT** planning permission for the above development to be carried out in accordance with the submitted application and plans and subject to compliance with the following conditions:-

Conditions

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990.

2. **Approved Plans**

The development hereby permitted shall be carried out in accordance with the plans listed below under the heading "Plans Referred to in Consideration of this Application".

Reason: For the avoidance of doubt and in the interest of proper planning.

3. No development shall be carried out unless and until samples of facing materials to be used throughout have been submitted and approved by the Local Planning Authority. The works shall be carried out in accordance with the approved details unless and otherwise agreed with the Local Planning Authority in writing.

Reason: To enable the Local Planning Authority to control the development in detail in the interests of amenity by endeavouring to achieve a building of visual quality and to accord with Policies HE4, HE5, HE6 and HE9 of the NPPF (August 2026), Policies DP26 and DP35 of the Mid Sussex District Plan 2014 - 2031 and Policies HK4, HK5 and HK6 of the Horsted Keynes Neighbourhood Plan (May 2023). This pre-commencement condition is necessary as it requires approval of the materials to be used during the construction period.

4. No development shall be carried out unless and until detailed drawings and sections, at an appropriate scale and annotated to show materials and finishes of the new windows and external doors, including window shutters have been submitted and approved by the Local Planning Authority.

Reason: To preserve the special interest of the Conservation Area to accord with Policies HE4, HE5, HE6, HE9 and DP3 of the NPPF (August 2026), Policies DP26 and DP35 of the Mid Sussex District Plan 2014-2031 and Policies HK4, HK5 and HK6 of the Horsted Keynes Neighbourhood Plan (May 2023).

5. The home office, pottery studio, storage area and loft accommodation hereby permitted shall not be occupied or used other than for purposes ancillary to the occupation and enjoyment of Hazelwood House, Church Lane, Horsted Keynes, Haywards Heath, West Sussex, RH17 7AR as a single dwelling and shall not be used for commercial purposes, otherwise an application for full planning permission will be required.

Reason: For the avoidance of doubt, to control the development in accordance with the application and to comply with Policy DP3 of the NPPF (August 2026) and DP26 of the Mid Sussex District Plan 2014- 2031.

6. The new rainwater goods and external pipework shall be of a painted metal finish.

Reason: To preserve the special interest of the Conservation Area to accord with Policies HE4, HE5, HE6, HE9 and DP3 of the NPPF (August 2026), Policies DP26 and DP35 of the Mid Sussex District Plan 2014-2031 and Policies HK4, HK5 and HK6 of the Horsted Keynes Neighbourhood Plan (May 2023).

7. The new rooflight shall be flush fitting to the roof slope and of a metal framed material.

Reason: To preserve the special interest of the Conservation Area to accord with Policies HE4, HE5, HE6, HE9 and DP3 of the NPPF (August 2026), Policies DP26 and DP35 of the Mid Sussex District Plan 2014-2031 and Policies HK4, HK5 and HK6 of the Horsted Keynes Neighbourhood Plan (May 2023).

Biodiversity Net Gain

1. This permission is considered to be one which **will not require the approval of a biodiversity gain plan before development is begun** because it is considered that one of the statutory exemptions or transitional arrangements is considered to apply.

Please see the information contained within the notes to applicants/agents set out below.

Informatives

1. Your attention is drawn to the requirements of the Environmental Protection Act 1990 with regard to your duty of care not to cause the neighbours of the site a nuisance.

Accordingly, you are requested that:

- Hours of construction/demolition on site are restricted only to: Mondays to Fridays 0800 - 1800 hrs, Saturdays 0900 - 1300 hrs, No construction/demolition work on Sundays or Public Holidays.
- Measures shall be implemented to prevent dust generated on site from crossing the site boundary during the demolition/construction phase of the development.
- No burning of materials shall take place on site at any time.

If you require any further information on these issues, please contact Environmental Protection on 01444 477292.

2. In accordance with Article 35 of the Town and Country Planning (Development Management Procedure) (England) Order 2015, the Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Human Rights Implications

The planning application has been considered in light of statute and case law and any interference with an individual's human rights is considered to be proportionate to the aims sought to be realised.

Plans Referred to in Consideration of this Application

The following plans and documents were considered when making the above decision:

Plan Type	Reference	Version	Submitted Date
Location Plan			22.07.2026
Existing Elevations	030		22.07.2026
Existing Floor Plans	110		22.07.2026
Proposed Elevations	130		22.07.2026
Proposed Floor Plans	110	B	22.07.2026
Proposed Sections	120	B	23.07.2026
Heritage Statement			22.07.2026
Site Plan			22.07.2026

A handwritten signature in black ink, appearing to read 'EO' followed by a stylized flourish.

Eric Owens
Interim Assistant Director Planning and Sustainable Economy

PEHOUZ

APPEALS TO THE SECRETARY OF STATE

Notes for Applicants

If you are aggrieved by the decision of your Local Planning Authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under Section 78 of the Town and Country Planning Act 1990.

If you want to appeal against your local planning authority's decision then you must do so within 6 months (8 weeks in the case of advertisements, 12 weeks in the case of householder or minor commercial development) of the date of this notice *(see exceptions below)

Appeals can be made online at: <https://www.gov.uk/planning-inspectorate>. If you are unable to access the online appeal form, please contact the Planning Inspectorate to obtain a paper copy of the appeal form on Tel: 0303 444 5000.

The Secretary of State can allow a longer period for giving notice of an appeal but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State need not consider an appeal if it seems to the Secretary of State that the local planning authority could not have granted permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.

If you intend to submit an appeal that you would like examined by inquiry then you must notify the Local Planning Authority and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least 10 days before submitting the appeal. Further details are on GOV.uk.

- * If this decision relates to the same or substantially the same land and development as is already the subject of an enforcement notice, if you want to appeal against your local planning authority's decision on your application, then you must do so within 28 days of the date of this notice.*
- * If an enforcement notice is served relating to the same or substantially the same land and development as in your application and if you want to appeal against your local planning authority's decision on your application, then you must do so within: 28 days of the date of service of the enforcement notice, or within 6 months (12 weeks in the case of a householder appeal) of the date of this notice, whichever period expires earlier.*

Biodiversity Net Gain

The effect of paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 is that planning permission granted for the development of land in England is deemed to have been granted subject to the condition "(the biodiversity gain condition)" that development may not begin unless:

- (a) a Biodiversity Gain Plan has been submitted to the planning authority, and
- (b) the planning authority has approved the plan.

The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan if one is required in respect of this permission would be Mid Sussex District Council.

There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply.

Statutory exemptions and transitional arrangements in respect of the biodiversity gain condition that apply in this instance

Development which is subject to a householder application within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

A “householder application” means an application for planning permission for development for an existing dwellinghouse, or development within a curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application to change the number of dwellings in a building.

Irreplaceable habitat

If the onsite habitat includes irreplaceable habitat (within the meaning of the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) there are additional requirements for the content and approval of Biodiversity Gain Plans.

The Biodiversity Gain Plan must include, in addition to information about steps taken or to be taken to minimise any adverse effect of the development on the habitat, information on arrangements for compensation for any impact the development has on the biodiversity of the irreplaceable habitat.

The planning authority can only approve a Biodiversity Gain Plan if satisfied that the adverse effect of the development on the biodiversity of the irreplaceable habitat is minimised and appropriate arrangements have been made for the purpose of compensating for any impact which do not include the use of biodiversity credits.

The effect of section 73D of the Town and Country Planning Act 1990

If planning permission is granted on an application made under section 73 of the Town and Country Planning Act 1990 (application to develop land without compliance with conditions previously attached) and a Biodiversity Gain Plan was approved in relation to the previous planning permission (“the earlier Biodiversity Gain Plan”) there are circumstances when the earlier Biodiversity Gain Plan is regarded as approved for the purpose of discharging the biodiversity gain condition subject to which the section 73 planning permission is granted.

Those circumstances are that the conditions subject to which the section 73 permission is granted:

- i) do not affect the post-development value of the onsite habitat as specified in the earlier Biodiversity Gain Plan, and
- ii) in the case of planning permission for a development where all or any part of the onsite habitat is irreplaceable habitat the conditions do not change the effect of the development on the biodiversity of that onsite habitat (including any arrangements made to compensate for any such effect) as specified in the earlier Biodiversity Gain Plan.

The effect of Paragraph 19 of Schedule 7A to the Town and Country Planning Act 1990

If the permission which has been granted has the effect of requiring or permitting the development to proceed in phases, the modifications in respect of the biodiversity gain condition which are set out in Part 2 of the Biodiversity Gain (Town and Country Planning) (Modifications and Amendments) (England) Regulations 2024 apply.

In summary: Biodiversity gain plans are required to be submitted to, and approved by, the planning authority before development may be begun (the overall plan), and before each phase of development may be begun (phase plans).

Purchase Notices

If either the Local Planning Authority or Secretary of States refuses permission to develop land or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.

In these circumstances the owner may serve a purchase notice on the District Council. This notice will require the Council to purchase their interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.