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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

3

Suffix

Property Name

Address Line 1

Highfield Drive

Address Line 2

Address Line 3

West Sussex

Town/city

Hurstpierpoint

Postcode

BN6 9AT

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

Easting (x)

529057

Northing (y)

116323

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

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

Ground and first floor rear extension, first floor front extension, front porch and part garage conversion into a habitable room.

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:

Brick, render and hung tile

Proposed materials and finishes:

Brick, render and hung tile.

Type:

Windows

Existing materials and finishes:

white

Proposed materials and finishes:

white

Type:

Roof

Existing materials and finishes:

Flat roof and pitched tiled roof

Proposed materials and finishes:

Flat roof and pitched tiled roof

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

Planning Support Doc

PL_00_101

PL_00_100

PL_00_115

PL_00_110

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

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

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

Ref: DM/24/1544

Date (must be pre-application submission)

20/09/2024

Details of the pre-application advice received

Re: Proposed single storey rear extension, first floor front and rear extension, new pitched roof to existing flat roof dormers new rear dormer and garage conversion.

At: 3 Highfield Drive, Hurstpierpoint

Ref: DM/24/1544

I am writing with regards to the above enquiry and our site meeting on 13th September. Please find the response below, consistent with our discussion on site.

This pre-application enquiry follows the refusal of applications DM/21/2459 and DM/23/0492. As discussed, any new application will need to start from this point and demonstrate that it has addressed and overcome the previous reasons for refusal.

It is also noted that there has recently been planning permission granted at 20 Highfield Drive and that these extensions are currently under construction. We discussed on site that the proposed front extension, whilst reflecting the approach of No. 20, differs in appearance due to the different proportions of the application property. Due to these different proportions the proposed extension has a more squat appearance, likely due to its width. There is also a larger expanse of brick.

In response to the above we discussed cladding above the garage and entrance, which would reflect the existing building. In my view, any cladding should be natural timber as composite cladding would not provide the softening to the extension that weathering would bring. The size of the window could also be re-considered, as smaller openings may assist in reducing the prominence of the addition. We also talked about the height and bulk of the extension and how this would appear in comparison to neighbouring properties. A streetscene can be submitted as part of a formal application and may be a useful way to demonstrate this point.

With regards to the works at the rear, I would recommend rationalising the dormer windows as the elevation currently appears quite cluttered with three new different roof forms and designs.

An application for planning permission can be made on the Mid Sussex District Council's website through the following link:

<https://www.midsussex.gov.uk/planning-building/apply-for-planning-permission/#topic-how-do-i-apply>

Under 'Application Checklists' are the relevant householder application form (number 1), a checklist of requirements and guidance notes for filling out the form. The fee would be £258 for this application and it normally takes up to eight weeks to determine once validated.

Please note, the above represents my informal view only based on the information contained in your enquiry. It does not prejudice the Council from making whatever decision it considers appropriate on any application subsequently submitted.

I trust that this covers all matters on site and is of assistance to you,

Kind regards,
Caroline

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

If yes, please provide details of their name, role, and how they are related:

***** REDACTED *****

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

First Name

Surname

Declaration Date

☒ 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

- BuchanRumArchitects

Date

12/12/2024