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West Sussex
RH16 1SS

PP-15102814

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Email: servicesupport@midsussex.gov.uk
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For Official use

App No:

Date Rec:

Fee:

Application for Removal or Variation of a Condition following Grant of Planning Permission or Listed Building Consent

Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation Areas 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	
Suffix	
Property Name	2 Preston Cottages
Address Line 1	The Green
Address Line 2	
Address Line 3	West Sussex
Town/city	Slaugham
Postcode	RH17 6AQ

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

Easting (x)

Northing (y)

525769

128234

Description

Applicant Details

Name/Company

Title

First name

Clare

Surname

Stevens

Company Name

Address

Address line 1

2 Preston Cottages The Green

Address line 2

Address line 3

Town/City

Slaugham

County

West Sussex

Country

Postcode

RH17 6AQ

Are you an agent acting on behalf of the applicant?

- ☒ Yes
- ☐ No

Applicant 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

BN8 4QS

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of the Proposal

Please provide a description of the approved development as shown on the decision letter

Proposed two storey and single storey rear extension, new side windows and replacement front windows

Reference number

DM/25/2875

Date of decision (date must be pre-application submission)

19/03/2026

Please state the condition number(s) to which this application relates

Condition number(s)

Condition 2:

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

Plans Referred to in Consideration of this Application

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

Block Plan (11.11.2025)

Existing Floor Plans BA217 00 (11.11.2025)

Existing Elevations BA217 01 (11.11.2025)

Proposed Floor Plans BA217 10C (07.01.2026)

Proposed Elevations BA217 11C (07.01.2026)

Heritage Statement (11.11.2025)

Planning Statement (11.11.2025)

Has the development already started?

☒ Yes

☐ No

If Yes, please state when the development was started (date must be pre-application submission)

04/05/2026

Has the development been completed?

☐ Yes

☒ No

Condition(s) - Variation/Removal

Please state why you wish the condition(s) to be removed or changed

Condition 2 is proposed to include the following variations to the approved drawings:

The introduction of a partial flat roof element to the rear of the new approved pitched roof.

An increase in the height of the approved pitched roof dormer window.

Bi-fold doors to the rear of the single storey extension are proposed to be aluminium frame and not timber frame.

Removal of adjacent ground floor window from side external door.

New velux rooflight to pitched roof. Removal of first floor side window.

The principal roof form, overall character of the development and approved use remain unchanged. No changes to the roof or dormer are seen from the streetscape or front elevation. The partial flat roof would be located behind the main pitched roof and would have no visibility from the public realm. Its inclusion allows for a more practical roof construction while maintaining the appearance and character of the approved development when viewed from surrounding streets.

The proposed amendments are considered to be minor in nature and would not result in any material increase in the impact of the development.

The increase in the height of the pitched roof dormer has been carefully designed to improve the functionality and internal accommodation within the roof space. The dormer remains proportionate to the main building and is sympathetic to the approved roof design. The revised dormer continues to respect the scale, form and appearance of the dwelling.

The proposed amendments would not give rise to any unacceptable impacts on neighbouring residential amenity. There would be no material increase in overlooking, loss of privacy, overshadowing or overbearing effects beyond those already assessed under the original planning permission.

The proposals also maintain the design principles established by the approved scheme and continue to comply with the relevant policies of the Local Development Plan.

If you wish the existing condition to be changed, please state how you wish the condition to be varied

The application seeks to change the proposed approved drawings

Proposed Floor Plans BA217 10C (07.01.2026)

Proposed Elevations BA217 11C (07.01.2026)

New drawings:

Proposed Floor Plans BA217 10 REVISION D (07.01.2026)

Proposed Elevations BA217 11 REVISION D (07.01.2026)

New drawings include partial flat roof, amended rear pitched roof dormer location and aluminium frame bi-fold doors..

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

Surname

Reference

Date (must be pre-application submission)

Details of the pre-application advice received

Dear Ms Stevens,

I am from Mid Sussex District Council Planning Investigation and Enforcement Team. I am writing following a site visit to 2, Preston Cottages, Slaugham, on the 16th of July 2026.

Planning permission DM/25/2875 for the above premises, includes the following condition:

4. No development above slab level shall be carried out unless and until detailed drawings and sections at an appropriate scale and annotated to show typical examples of new external windows and doors.

Reason: To preserve the special interest of the listed building and the Conservation Area to accord with Policy DP34 and DP35 of the Mid Sussex District Plan 2014-2031 and Policy 4 of the Slaugham Neighbourhood Plan.

During the site visit, it was noted that condition 4 has not been discharged and that building works are underway, with the extension partially completed. It was also observed that windows have been installed on the front elevation of the property.

In addition, it appeared that the roof ridge height and the position of the rear dormer window do not accord with the approved plans.

As a result of the above observations there is a breach of planning control. We would therefore advise you to submit an application to discharge condition 4 of planning permission DM/25/2875 and submit an application under section 73 of the Town and Country Planning Act 1990 to vary the conditions of the planning permission for the changes to the roof and rear dormer.

Details of how to make an application can be found at the following link: <https://www.midsussex.gov.uk/planning-building/apply-for-planning-permission/>

The above represents my informal view only and does not preclude the Council making whatever decision it finds necessary or appropriate on application subsequently submitted. The submission of an application is no guarantee that planning permission will be granted.

Furthermore, in relation to ongoing building work at the site, this is continued at your own risk.

I would be grateful if you could confirm your intentions with regards to this matter by email to clare.beauchamp@midsussex.gov.uk or on 01444 477035 within 14 days and ensure that if you are submitting a planning application that this is completed within 28 days. If no action is taken, then the expediency of formal enforcement action will be considered.

Many thanks,

Clare

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?

E.g. All the land is owned by a single individual

☒ 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 Removal/Variation of a condition 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

Sarah Breeze

Date

25/07/2026