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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

140

Suffix

Property Name

Address Line 1

High Street

Address Line 2

Address Line 3

West Sussex

Town/city

Hurstpierpoint

Postcode

BN6 9PX

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

Easting (x)

528449

Northing (y)

116304

Description

Applicant Details

Name/Company

Title

Mr

First name

Simon

Surname

Payne

Company Name

Address

Address line 1

140

Address line 2

High Street

Address line 3

Town/City

Hurstpierpoint

County

Hassocks

Country

England

Postcode

BN6 9PX

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

***** REDACTED *****

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

- Proposed single-storey rear infill extension.

- Upgrade of existing single glazed timber sash windows on the front elevation to vacuum double glazing and replacement of all existing UPVC casement windows on the rear elevations with conservation style sash windows of the same material / finish.

- Replacement of existing concrete roof tiles with slate tiles.

- Install of 1No. sun tunnel to rear south-facing roof.

- Demolition and replacement of existing lean-to single-storey rear extension of timber construction with wall-mounted pergola.

- Replacement of greenhouse and raised planters at the rear of the garden with an open carport of timber construction with small raised patio to create stepped access from rear garden.

- Install of external air-conditioning unit to the rear garden.

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:

White painted render walls to the rear.

Proposed materials and finishes:

White painted render walls to proposed rear infill extension & existing walls exposed by demolition of existing lean-to-timber extension.
Proposed open carport to have mixture of hit & miss & closed horizontal timber cladding.

Type:

Roof

Existing materials and finishes:

Non-original concrete roof tiles to existing roof.

Proposed materials and finishes:

Existing roof to have concrete tiles replaced with slate roof tiles as per the original construction. Proposed roof glazing with anthracite aluminium frames to infill rear extension. Proposed carport roof finished in roofing felt.

Type:

Windows

Existing materials and finishes:

White-painted single glazed timber sash windows to the front elevation and 1no. window to the rear as noted on elevations. Double-glazed white UPVC casement windows to the rear elevation.

Proposed materials and finishes:

Replacement white-painted slimline vacuum double-glazed timber sash windows with matching glazing fenestration to the front elevation. All existing white double-glazed UPVC casement windows to be replaced with white conservation-style double glazed UPVC sash windows.

Type:

Doors

Existing materials and finishes:

Proposed materials and finishes:

Proposed french doors & tri-fold doors on the rear ground floor to be double glazed with white-painted timber frames.

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

Refer to the annotation of the drawings.

Design & Access Statement - '1270HS - Stage 03 DAS.pdf'

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

DM/26/0824

Date (must be pre-application submission)

14/05/2026

Details of the pre-application advice received

Summary of comment from conservation officer Emily Wade:

"In summary, subject to detail, the proposed works are considered acceptable in terms of their impact on the character and appearance of 140 High Street and the wider Hurstpierpoint Conservation Area. This will meet the requirements of District Plan Policy DP35 (Conservation Areas) and the relevant paragraphs of the NPPF."

Concluding statement from Stafan Galayas:

"Whilst Emily has not raised any immediate concerns in relation to the proposed solar panels to the rear elevation, it is still encouraged that these are achieved under permitted development rights. As discussed on site, a similar certificate of lawfulness (proposed) may be submitted for this element alone such as at the adjacent neighbouring property at 142 High Street. "

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?
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

Mrs

First Name

Louise

Surname

Honey

Declaration Date

05/06/2026

☒ 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

Willow Architects

Date

05/06/2026