

28 January 2026

Development Management
Mid Sussex District Council
Oaklands Rd
Haywards Heath
RH16 1SS

RH/Let/P1956

Dear Sir / Madam

Non-Material Amendment application under Section 96A for the omission of a window pursuant to development approved under planning reference DM/25/1629 (Variation of condition 9 (approved plans) in relation to planning reference DM/22/2699) at Land To The South Of Scamps Hill Scaynes Hill Road Lindfield West Sussex.

We are writing on behalf of our client, **Vistry Homes Limited**, to seek consent for a Non-Material Amendment relating to the omission of a window from the approved drawings for the above development.

During the detailed working-drawing stage, it became apparent that the approved window could not be safely or practicably constructed due to insufficient clearance between the window position and the above balcony structure. The proximity of these elements resulted in a technical conflict that prevented the window from being installed in accordance with building and construction requirements. As such, the window was omitted during the technical design process.

This application is therefore submitted to regularise this omission and ensure that the approved planning drawings accurately reflect the development as constructed. The proposal does not materially alter the appearance, scale, or impact of the building and is considered to constitute a non-material amendment.

The application has been submitted via the Planning Portal and is supported by the following documents:

- Application Form
- Covering Letter
- Approved Latest Decision Notice DM/25/1629
- Amended Elevation and Floorplan for Block C (Reference 22.1685.5000)
- Amended Proposed Masterplan Overview (Reference 22.1685.101 rev E1)

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- Approved Masterplan (Reference 22.1685.115A)

Proposed Amendment

The amendment sought is limited to the removal of the approved window from the relevant elevation, as shown on the accompanying amended drawings. No other external alterations are proposed.

Substituted Documents

To ensure accuracy and clarity, this application seeks to update the Approved Plans condition to substitute the previously approved drawing(s) with the amended version(s) listed below:

Approved Plan(s) to be Superseded:

- Approved Masterplan (Reference 22.1685.115 rev A)

Proposed Plan(s):

- Proposed Masterplan Overview (Reference 22.1685.101 rev E1)
- Amended Elevation and Floorplan for Block C (Reference 22.1685.5000)

Conclusion

In summary, this application seeks approval for a Non-Material Amendment to regularise the omission of a window that could not be constructed due to technical constraints identified during the working-drawing stage. We trust that the Local Planning Authority will consider the amendment non-material and approve the application accordingly.

If you have any further queries or require further information, please contact me on 01903 248777.

Yours sincerely
ECE Planning

