



Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

Switchboard: 01444 458166
DX 300320 Haywards Heath 1
Email: servicesupport@midsussex.gov.uk
www.midsussex.gov.uk

For Official use

App No:

Date Rec:

Fee:



Application for a Non-Material Amendment Following a Grant of Planning Permission

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

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x)

Northing (y)

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 *****

Eligibility

Does the applicant have an interest in the part of the land to which this amendment relates?

- ☒ Yes
- ☐ No

If the applicant is not the sole owner, has notification under Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) been given?

- ☐ Yes
- ☐ No
- ☒ Not applicable

Description of Your Proposal

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

Front extension with new pitched roof, new rooflights, replacement grey roof tiles, addition of solar panels, fenestration alterations, addition of zinc cladding to existing rear dormers, re-landscaping frontage, new parking to front drive, new Air Source Heat Pump, and addition of timber cladding. Supporting Tree Report received 26.09.2024 and Amended Plans including design amendments received 01.10.2024.

Reference number

DM/24/0792

Date of decision

26/11/2024

What was the original application type?

Householder planning permission

For the purpose of calculating fees, which of the following best describes the original development type?

- ☒ **Householder development:** Development to an existing dwelling-house or development within its curtilage
- ☐ **Other:** Anything not covered by the above category

Non-Material Amendment(s) Sought

Please describe the non-material amendment(s) you are seeking to make

Remove wording from the description:

'Supporting Tree Report received 26.09.2024 and Amended Plans including design amendments received 01.10.2024.'

Please state why you wish to make this amendment

We are wishing to submit a Section 73 Application with a small amendment to the fenestrations. Anna Tidey has advised us that we should submit an amendment to the wording prior to submitting the application.

Are you intending to substitute amended plans or drawings?

- ☐ Yes
- ☒ No

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

RE: Amendments to DM/24/0792 - Littleway

Date (must be pre-application submission)

09/04/2025

Details of the pre-application advice received

Dear Hannah

Thank you for your recent emails. I apologise for my delay in responding to you.

As you know DM/24/0792 was approved on 27.11.2024, with the following description:

'Front extension with new pitched roof, new rooflights, replacement grey roof tiles, addition of solar panels, fenestration alterations, addition of zinc cladding to existing rear dormers, re-landscaping frontage, new parking to front drive, new Air Source Heat Pump, and addition of timber cladding. Supporting Tree Report received 26.09.2024 and Amended Plans including design amendments received 01.10.2024.'

To vary the approved plans as you have outlined could be approached in the following ways:

1. Apply for a non material amendment to DM/24/0792 to remove the wording : ' Supporting Tree Report received 26.09.2024 and Amended Plans including design amendments received 01.10.2024.' (fee of £44). Once this is determined, this would then need to be followed by a Section 73 application to vary Condition 2 of DM/24/0792 to amend the approved plans to show the new floor layout, door, steps, etc. (fee of £86)
2. Alternatively reapply for a new householder planning application (fee of £528)

I hope that this clarifies the possible options.

Thank you

Anna

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

Declaration

I/We hereby apply for Non-Material Amendment 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

arch angels

Date

23/04/2025