



Oaklands Road  
Haywards Heath  
West Sussex  
RH16 1SS

Switchboard: 01444 458166  
DX 300320 Haywards Heath 1  
Email: [servicesupport@midsussex.gov.uk](mailto:servicesupport@midsussex.gov.uk)  
[www.midsussex.gov.uk](http://www.midsussex.gov.uk)

For Official use

App No: .....

Date Rec: .....

Fee: .....



## Application for Approval of Details Reserved by Condition

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

122 The Tiger All Saints Church House, All Saints Church Office

Address Line 1

High Street

Address Line 2

Address Line 3

West Sussex

Town/city

Lindfield

Postcode

RH16 2HS

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

Easting (x)

534871

Northing (y)

125805

Description

## Applicant Details

### Name/Company

Title

Mr

First name

Ashley

Surname

Bence

Company Name

### Address

Address line 1

122 The Tiger All Saints Church House, All Saints Church Office High Street

Address line 2

Address line 3

Town/City

Lindfield

County

West Sussex

Country

United Kingdom

Postcode

RH16 2HS

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

### Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

## Agent Details

Name/Company

Title

Cobham

First name

Tom

Surname

Bosence

Company Name

Bosence Associates Ltd

## Address

Address line 1

The Long Barn

Address line 2

Downside

Address line 3

Town/City

Cobham

County

Surrey

Country

United Kingdom

Postcode

KT11 3NE

Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

Description of the Proposal

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

MAINTENANCE REPAIR AND ALTERATIONS TO GRADE II\* LISTED BUILDING, INCLUDING ROOF STRUCTURAL REPAIRS, ROOF FINISH REPAIRS AND WINDOW REPLACEMENTS.

Reference number

DM/23/1666

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

17/01/2024

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

Condition number(s)

1. The works to which consent relates shall be begun not later than 3 years from the date of this consent.

Reason: To comply with Section 18(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990.

2. Prior to the commencement of work on the relevant parts of the scheme, detailed specifications for the proposed repair and new works to the roof which includes materials and methods shall be submitted to and approved in writing by the Council.

Reason: To preserve the special character of the building and to accord with Policy DP34 of the Mid Sussex District Plan.

3. Following the stripping of the roof, and prior to the commencement of the relevant parts of the scheme, the precise details of the structural repairs for the roof timbers including methods and materials shall be provided to and agreed in writing by the Council.

Reason: To preserve the special character of the building and to accord with Policy DP34 of the Mid Sussex District Plan.

4. Prior to the commencement of work on the relevant parts of the scheme, detailed drawings, including elevations and sections, at an appropriate large scale and annotated to show materials and finishes, of the following elements of the scheme shall be submitted to and approved in writing by the District Council:

- typical examples of new windows, to include details of glazing bars as appropriate.
- typical examples of new doors.
- typical examples of the secondary glazing, shown in the context of the windows and window surrounds.

Reason: To preserve the special character of the building and to accord with Policy DP34 of the Mid Sussex District Plan

5. Prior to the commencement of work on the relevant parts of the scheme details of the following shall be submitted to and approved in writing by the Council.

The proposed replacement roof tiles Plaster, render and mortar mixes

Reason: To preserve the special character of the building and to accord with Policy DP34 of the Mid Sussex District Plan

Has the development already started?

☐ Yes

☒ No

## Part Discharge of Conditions

Are you seeking to discharge only part of a condition?

☒ Yes

☐ No

If Yes, please indicate which part of the condition your application relates to

Condition 3 - we submit the outline structural repair proposal. Following the stripping of the roof, this will be reviewed and updtad as required.  
Condition 4 - the project no longer seeks to install secondary glazing or install replacement windows. The window work is now intended for a subsequent repair project, which would also be carried out under this Listed Building Consent.

## Discharge of Conditions

Please provide a full description and/or list of the materials/details that are being submitted for approval

1. Project Introduction - to help undersand the scope and extents of the project being undertaken.
2. Project specification - overarching conservation specification (e.g. mortar mixes, roof works, rainwtaer goods etc.)
3. Project drawings - to show the locations and details.
4. Structural repairs - from the Conservation Structural Engineer. To detail the structural repairs which will likly be undertaken. (note that this will be revisted as soon as possible after stripping of the roof.)

## 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

## Declaration

I/We hereby apply for Approval of details reserved by a condition (discharge) 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

Tom Bosence

Date

20/10/2025