



Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

PP-15018659

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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	12
Suffix	
Property Name	
Address Line 1	Heather Close
Address Line 2	
Address Line 3	West Sussex
Town/city	Copthorne
Postcode	RH10 3PZ

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

Easting (x)	Northing (y)
531704	138939

Description

Applicant Details

Name/Company

Title

Mrs

First name

Claire

Surname

Harris

Company Name

Address

Address line 1

12 Heather Close

Address line 2

Address line 3

Town/City

Copthorne

County

Country

GB

Postcode

RH10 3PZ

Are you an agent acting on behalf of the applicant?

- ☐ Yes
- ☒ No

Applicant 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

Full demolition and construction of a new front porch and internal toilet area

Reference number

DM/26/0542

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

23/04/2026

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

Condition number(s)

2. Approved Plans

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.'

Has the development already started?

- ☒ Yes
- ☐ No

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

10/06/2026

Has the development been completed?

- ☐ Yes
- ☒ No

Condition(s) - Variation/Removal

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

To correct the intended external porch dimensions and allow sufficient space for a small internal WC. The amendment is minor and does not materially affect the overall approved development.

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

The condition is proposed to be varied to allow an increase in the width of the approved porch from approximately 2.8 metres to 3.3 metres. This reflects the intended external dimensions of the porch, which were previously shown incorrectly on the approved plans. All other aspects of the approved development remain unchanged.

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

Date (must be pre-application submission)

16/06/2026

Details of the pre-application advice received

I can confirm that the amendment to the size of the porch can be made via a Section 73 application (variation of condition), the relevant condition being Condition 2 of DM/26/0542, which reads:

'2. Approved Plans

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.'

I attach the Decision Note for DM/26/0542 in full for your reference.

The application form (Form 39) can be found on the MSDC website via the following link: [Apply for Planning Permission - Mid Sussex District Council](#)

Please provide a full set of the Existing and Proposed (revised) Floor and Elevation Plans with the application. There is a fee of £89.00 payable for this application.

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 the land owned by multiple individuals, or has agricultural tenants where the details of all individuals are known by the Applicant?

E.g. The land is owned by 2 people and the applicant can provide details of those owners.

☒ Yes

☐ No

Certificate Of Ownership - Certificate B

I certify/ The applicant certifies that:

- ☒ I have/The applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates; or
- ☐ The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner/Agricultural Tenant:

***** REDACTED *****

House name:

Number:

12

Suffix:

Address line 1:

Heather Close

Address Line 2:

Town/City:

Copthorne

Postcode:

RH10 3PZ

Date notice served (DD/MM/YYYY):

17/06/2026

Person Family Name:

Person Role

☒ The Applicant

☐ The Agent

Title

Mrs

First Name

Claire

Surname

Harris

Declaration Date

17/06/2026

☒ 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

Claire Harris

Date

09/07/2026