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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

48

Suffix

Property Name

Address Line 1

Harvest Hill

Address Line 2

Address Line 3

West Sussex

Town/city

East Grinstead

Postcode

RH19 4BT

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

Easting (x)

539064

Northing (y)

137485

Description

Applicant Details

Name/Company

Title

Mr

First name

Rich

Surname

Wilson

Company Name

Address

Address line 1

48 Harvest Hill

Address line 2

Address line 3

Town/City

East Grinstead

County

Country

GB

Postcode

rh194bt

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Description of Proposed Works

Please describe the proposed works

Renovation of existing garden patio, replacing broken tiles, creating new retaining walls, seating areas, raised beds, perimeter screening and drainage.

Scheme includes replacement of a raised patio of more than 0.3 metres from ground level. Your Planning Officer Catherine Cardin advised 12 May 2026 that for this reason we should secure planning permission under permitted development rights for hard surfaces, as set out in Schedule 2, Part 1, Class F of the GPDO.

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:

Other

Other (please specify):

Raised beds

Existing materials and finishes:

Raised beds are retained by broken brick supports c1990s

Proposed materials and finishes:

New raised beds will follow the garden contours as it slopes upwards and retain upper terrace, constructed from concrete blocks and clad in natural stone

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

Evergreen hedges (from next door property) and wire fencing

Proposed materials and finishes:

1.8m high slatted screening panels will wrap around the corner of the new terrace providing privacy. They will attach to existing wire fencing.

Type:

Vehicle access and hard standing

Existing materials and finishes:

Existing patio is made up of broken, porous limestone tiles, c1990s

Proposed materials and finishes:

New tiles will be water-resistant grey porcelain tiles. Aco drainage channels will feed a new soak-away for surface water.

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

Drawing number HARV0807 provides more details

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

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

DM/26/0929

Date (must be pre-application submission)

12/05/2026

Details of the pre-application advice received

We held an online consultation where I showed the officer the current garden. Our main discussion was around the raised terrace area which sits 0.9m above ground level in our sloping garden. Her view was that, even though we were replacing an existing 0.9m patio, we should apply for permission anyway. Full guidance copied below.

Thank you for your enquiry dated 13th April.

Permitted development rights for hard surfaces are set out in Schedule 2, Part 1, Class F of the GPDO. These rights allow certain extensions to be carried out without planning permission, provided all of the stated criteria are met. If any single criterion is not met, planning permission is required.

Under Class F, planning permission would not be required for enlargement to a raised patio providing it would comply with the following criteria:

If the area of ground to be covered by hard surfacing, or the area of hard surfacing to be replaced, would be between the front elevation of the dwelling and the highway and would exceed 5 square metres either:

the hard surface shall be made of porous materials, or
provision shall be made to direct run-off water from the hard surface to a permeable or porous area or surface within the curtilage (garden area) of the dwellinghouse.

The area of ground to be covered by the hard surface must not exceed 0.3 metres above ground level.

In my informal opinion, as the raised patio would exceed 0.3 metres in height above ground level, I would advise that planning permission would be required.

An application for planning permission can be made on the Mid Sussex District Council's website through the following link:

<https://www.midsussex.gov.uk/planning-building/apply-for-planning-permission/#topic-how-do-i-apply>.

Under 'Application Checklists' are the relevant householder application form (number 1), a checklist of requirements and guidance notes for filling out the form. The fee would be £548 for this application, and it normally takes up to eight weeks to determine once validated.

The above represents my informal view only based on the information contained in your enquiry. It does not prejudice the council from making whatever decision it considers appropriate on any application subsequently submitted. Also, should you require a formal determination as to whether planning permission is required for your proposal then it is open to you to make an application to this authority for a Certificate of Lawful Development, under Section 192 of the Town and Country Planning Act 1990, as amended by the Planning and Compensation Act 1991. <https://www.midsussex.gov.uk/planning-building/apply-for-planning-permission/#topic-application-checklists>

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

Mr

First Name

Rich

Surname

Wilson

Declaration Date

12/08/2026

☒ 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

Rich Wilson

Date

12/08/2026