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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

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

Mrs

First name

Hermione

Surname

Rose Donegan

Company Name

na

Address

Address line 1

Highbrook Cottage

Address line 2

Hammingden Lane

Address line 3

Town/City

Ardingly

County

West Sussex

Country

Postcode

RH17 6SS

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Contact Details

Primary number

***** REDACTED *****

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 *****

Description of Proposed Works

Please describe the proposed works

Improvement Works to Existing Dwelling and Construction of New Outbuilding:

- Alterations to the existing entrance porch, including the installation of a new front door.

- Installation of new and replacement windows, along with new glazed doors to the rear and side elevations.

- Addition of a low-level rooflight to the side elevation.

- Construction of a new detached outbuilding to provide a garden office with ancillary storage.

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:

Walls

Existing materials and finishes:

Brick

Proposed materials and finishes:

Brick to the existing house Timber cladding to the outbuilding.

Type:

Roof

Existing materials and finishes:

clay tile

Proposed materials and finishes:

Clay tile to the existing house Timber shingle to the outbuilding

Type:

Windows

Existing materials and finishes:

Painted Timber Frame

Proposed materials and finishes:

Painted Timber Frame

Type:

Doors

Existing materials and finishes:

Timber

Proposed materials and finishes:

Timber and / or glazed door with timber frame

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

HC_100_Existing_Plans,
HC_102_Proposed_Plans_PI,
HC_200_Existing_Elevations,
HC_201_Proposed_Elevations,
HC_202_Proposed_Garden_Office_Elevations
AH2209 Highbrook HS v01 LR

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

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings.

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

Reference: DM/24/2779

Date (must be pre-application submission)

12/12/2024

Details of the pre-application advice received

Proposed first floor side extension

Whilst no plans have been provided in this respect, there may be potential to install a first floor extension above the existing ground floor addition, subject to detail. Design principle DG50 of the Council's Design Guide relates to side extensions and states in part that 'side extensions should normally be subservient to the original dwelling and typically be set-back from the front of the house to help define the original building.' I would therefore recommend that any first floor side extension is set at a lower level to the existing ridgeline of the roof to emphasise its subservient nature. Principle DG49 also encourages that extensions are 'well-integrated with the existing scale, form and massing allowing the original building to remain the dominant element of the property whether it has one or several additions.' Complementary external materials to match the existing dwellinghouse would be recommended.

Proposed ground floor side extension

My informal opinion is that a larger ground floor extension to the side and rear of the cottage would not be contentious, subject to design and form. You may wish to inset the extension slightly from the external side wall of the original dwelling, so that one can read how the building has evolved. I do not consider that the use of larger windows or glazed doors would be contentious, particularly to the rear elevation, however would recommend that complementary external materials are used for the walls and roof to ensure that the extension blends in with the existing cottage.

Proposed roof additions

Principle DG52 of the Design Guide relates to loft conversions and roof extensions and advises that dormer windows can have an adverse impact on the character of both a dwelling and street scene if they are out of scale or character with the roof scape. Sections 6.3.5 to 6.3.8 of the Design Guide are also relevant in this respect. There is potential to erect a cottage style dormer window to the rear roof slope that reflects the form and scale of existing front dormers, however the Council would be likely to raise objections to any larger scaled roof extension or addition in this location. I would recommend that you explore carrying out internal works to rectify existing headroom issues at first floor level. Planning permission is not required for internal works as such works are not considered to constitute development.

Replacement outbuilding

We discussed the proposed replacement of an existing outbuilding within the rear garden of the property. Planning permission would not be required to demolish the existing outbuilding. Planning permission would not be required to erect a replacement outbuilding provided that the proposal complies with the following criteria:

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?

- ☒ 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

Andre

Surname

Ford

Declaration Date

15/05/2025

☒ 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

Andre Ford

Date

15/05/2025