



Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

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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	34
Suffix	
Property Name	Postmasters
Address Line 1	High Street
Address Line 2	
Address Line 3	West Sussex
Town/city	Lindfield
Postcode	RH16 2HL

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

Easting (x)	Northing (y)
534700	125383
Description	

Applicant Details

Name/Company

Title

Mrs

First name

Kate

Surname

Sandys-Renton

Company Name

Address

Address line 1

34 Postmasters High Street

Address line 2

Address line 3

Town/City

Lindfield

County

West Sussex

Country

Postcode

RH16 2HL

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 *****

Description of the Proposal

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

Discharge of planning condition 2 relating to planning application DM/15/2908 and DM/19/4243

Within 3 months from the date of this permission details of revised window design to be installed within the south facing wall of the single storey element shall be submitted and approved by the LPA. Thereafter the approved design shall be installed within 6 months of approval by the LPA.

Reason: To protect the character and appearance of the Conservation Area and to comply with policy B12 of the Mid Sussex Local Plan.

Reference number

DM/15/2908 and DM/19/4243

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

26/05/2017

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

Condition number(s)

2

Has the development already started?

☒ Yes

☐ No

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

18/12/2013

Has the development been completed?

☒ Yes

☐ No

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

18/12/2015

Part Discharge of Conditions

Are you seeking to discharge only part of a condition?

- ☐ Yes
☒ No

Discharge of Conditions

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

Painted composite/timber glazing bars. Aluminium frame double glazed windows.

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

Date (must be pre-application submission)

27/02/2025

Mr Clarke attended the site to view the amended window design in February 2025.

Based on this visit, his email on 27/02/2025 stated:

"Thanks for the emails and apologies for the delay providing this advice. The revisions to the windows appear acceptable and therefore in order to remedy the breach of planning control relating to the failure to comply with condition 2 of permission DM/15/2908 it will be necessary to submit a discharge of condition application to formally discharge condition 2.

Details of how to make such an application can be found at the following link (under application form number 40):

<https://www.midsussex.gov.uk/planning-building/apply-for-planning-permission/> A plan and written explanation of the window design (including cils and glazing bars) should be provided with the application submission. The fee for submission of such an application is currently £43. Note this will increase to £86 from 1st April 2025.

I hope the above assists but should you have any queries please let me know."

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

Luke Sandys-Renton

Date

22/03/2025