

**Application for prior approval of a proposed:**  
**New dwellinghouses on detached buildings in commercial or mixed use**

Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 20, Class AA

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**Local Planning Authority details:**

	<b>Oaklands Road Haywards Heath West Sussex RH16 1SS</b>	Switchboard: 01444 458166 Fax: 01444 477461 DX 300320 Haywards Heath 1 Email: <a href="mailto:planninginfo@midsussex.gov.uk">planninginfo@midsussex.gov.uk</a> <a href="http://www.midsussex.gov.uk">www.midsussex.gov.uk</a>	<div>For official use</div> <div>App No. ....</div> <div>Date Rec. ....</div> <div>Fee .....</div>
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**Publication on Local Planning Authority websites**

Information provided on this form and in supporting documents may be published on the authority's planning register and website. Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

<div><b>1. Applicant Name and Address</b></div> <div>Title: <input type="text"/> First name: <input type="text"/></div> <div>Last name: <input type="text"/></div> <div>Company (optional): <input type="text"/></div> <div>Unit: <input type="text"/> Number: <input type="text"/> Suffix: <input type="text"/></div> <div>Building name: <input type="text"/></div> <div>Address 1: <input type="text"/></div> <div>Address 2: <input type="text"/></div> <div>Address 3: <input type="text"/></div> <div>Town: <input type="text"/></div> <div>County: <input type="text"/></div> <div>Country: <input type="text"/></div> <div>Postcode: <input type="text"/></div>	<div><b>2. Agent Name and Address</b></div> <div>Title: <input type="text"/> First name: <input type="text"/></div> <div>Last name: <input type="text"/></div> <div>Company (optional): <input type="text"/></div> <div>Unit: <input type="text"/> Number: <input type="text"/> Suffix: <input type="text"/></div> <div>Building name: <input type="text"/></div> <div>Address 1: <input type="text"/></div> <div>Address 2: <input type="text"/></div> <div>Address 3: <input type="text"/></div> <div>Town: <input type="text"/></div> <div>County: <input type="text"/></div> <div>Country: <input type="text"/></div> <div>Postcode: <input type="text"/></div>
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### 3. Site Address Details

Please provide the full postal address of the application site.

Unit:	<input type="text"/>	Number:	<input type="text"/>	Suffix:	<input type="text"/>
Building name:	<input type="text"/>				
Address 1:	<input type="text"/>				
Address 2:	<input type="text"/>				
Address 3:	<input type="text"/>				
Address 4:	<input type="text"/>				
Postcode:	<input type="text"/>				

### 4a. Eligibility - The current building and site

Above ground level, is the current building less than 3 storeys in height?

☐ Yes ☐ No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Was the current building constructed between 1 July 1948 and 5 March 2018?

☐ Yes ☐ No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

On 5 March 2018, based on the Use Classes in place on that date, was the building in use as:

- shops (Use Class A1), financial and professional services (Use Class A2), restaurants and cafes (Use Class A3), offices (Use Class B1a), a betting office, pay day loan shop, launderette or a mix of any of these uses; or
- dwellinghouses (Use Class C3) including as a mixed use with any of the above

☐ Yes ☐ No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

If the building is currently in mixed use including use as dwellinghouses (Use Class C3)

Was the current use as dwellinghouses only granted by virtue of permitted development rights under Schedule 1, Part 3, Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)?

☐ Yes ☐ No / The building is not in mixed use including use as dwellinghouses

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Is any part of the land or site on which the building is located:

- article 2(3) land;
- a site of special scientific interest;
- a listed building or land within its curtilage;
- a scheduled monument or land within its curtilage;
- a safety hazard area;
- a military explosives storage area; or
- within 3 kilometres of the perimeter of an aerodrome

☐ Yes ☐ No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

### 4b. Eligibility - The proposed development

Will the proposed additional storeys only be constructed on the principal part of the building (i.e. the main part of the building excluding any front, side or rear extension of a lower height, whether this forms part of the original building or a subsequent addition)?

☐ Yes ☐ No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

#### 4b. Eligibility - The proposed development (continued)

Would the floor to ceiling height, measured internally, of any proposed additional storey exceed:

- 3 metres; or
- the floor to ceiling height, measured internally, of any existing storey of the principal part of the existing building

☐ Yes ☐ No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Would the proposed extended building's:

- height exceed 30 metres (as measured from ground level to the highest part of the roof, not including plant); or
- roof be more than 7 metres higher than the highest part of the existing roof (not including plant, in each case)

☐ Yes ☐ No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will all the proposed new dwellinghouses be flats (i.e. separate and self-contained premises constructed for use for the purposes of a dwellinghouse), have gross internal floor areas of at least 37 square metres, and comply with the nationally described space standard?

☐ Yes ☐ No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Following the development, will every dwellinghouse in the building remain in use within Use Class C3 and for no other purpose, unless that purpose is ancillary to the primary use as a dwellinghouse?

☐ Yes ☐ No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

#### 4c. Eligibility - Related operations and works

Will any proposed engineering operations reasonably necessary to construct the additional storeys and new dwellinghouses include:

- provision of visible support structures on or attached to the exterior of the building upon completion of the development; or
- anything other than works within the existing curtilage of the building to strengthen existing walls; strengthen existing foundations; or install or replace water, drainage, electricity, gas or other services

☐ Yes ☐ No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will any works for the replacement of existing plant or installation of additional plant on the roof of the extended building reasonably necessary to service the new dwellinghouses include:

- Installation of plant where none currently exists; or
- Increasing the height of any installed plant (i.e. as measured before and after from the lowest surface of the roof on the principal part of the building)

☐ Yes ☐ No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will any works for the construction of appropriate and safe access to and egress from the new and existing dwellinghouses (including means of escape from fire, via additional external doors or external staircases) extend beyond the curtilage of the existing building?

☐ Yes ☐ No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will any works for the construction of storage, waste or other ancillary facilities reasonably necessary to support the new dwellinghouses:

- extend beyond the curtilage of the existing building;
- be situated on land forward of a wall forming the principal elevation of the existing building; or
- be situated on land forward of a wall fronting a highway and forming a side elevation of the existing building

☐ Yes ☐ No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

**5. Description of Proposed Works, Impacts and Risks**

Please describe the proposed development, including:

- details of any dwellinghouses and other works proposed
- the external appearance of the building, including:
  - the design and architectural features of the principal elevation (and any side elevation that fronts a highway)
  - the impact of any works for the construction of appropriate and safe access to and egress from the new and existing dwellinghouses (including means of escape from fire, via additional external doors or external staircases)
  - the impact of any works for the construction of storage, waste or other ancillary facilities reasonably necessary to support the new dwellinghouses

What will be the net increase in dwellinghouses:

Note that this figure should be the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses in the existing building.

**5. Description of Proposed Works, Impacts and Risks (continued)**

Please provide details on the provision of adequate natural light in all habitable rooms of the dwellinghouses:

Please provide details of any transport and highways impacts and how these will be mitigated:

Please provide details of any air traffic and defence asset impacts and how these will be mitigated:

**5. Description of Proposed Works, Impacts and Risks (continued)**

Please provide details of any contamination risks and how these will be mitigated:

Please provide details of any flooding risks and how these will be mitigated.

A flood risk assessment should accompany the application where the site:

- is in Flood Zones 2 or 3 (Check online: <https://flood-map-for-planning.service.gov.uk/> ); or
- is in an area with critical drainage problems (Check with the Local Planning Authority, it will have been notified of such areas by the Environment Agency).

Please provide details of the impacts on the amenity of the existing building and neighbouring premises including overlooking, privacy and the loss of light and how these will be mitigated:

**5. Description of Proposed Works, Impacts and Risks (continued)**

Please provide details of the impacts of noise from any commercial premises on the intended occupiers of the new dwellinghouses and how these will be mitigated:

Please provide details of the impacts of the introduction of, or an increase in, a residential use of premises in the area on the carrying on of any trade, business or other use of land in the area and how these will be mitigated:

Where relevant (due to the siting of the building), please provide details of the impact on any protected view.  
Note that these are identified in the Directions Relating to Protected Vistas dated 15 March 2012 issued by the Secretary of State.

**5. Description of Proposed Works, Impacts and Risks (continued)**

If the existing building is 18 metres or more in height.  
Please provide details regarding the fire safety of the existing building’s external wall construction.  
For such buildings, a professional report confirming compliance with Building Regulations for External Fire Spread should also accompany the application (see checklist section below).

If the proposed development would result in a building that contains more than one dwellinghouse, and is either 18 metres (or more) in height or contains 7 (or more) storeys.  
Please provide details of the fire safety impacts on the intended occupants of the building.  
For such proposals, a ‘Fire statement’ that covers the fire safety design principles, concepts and standards that have been applied to the development should also accompany the application.



**6. List of flats and other premises in the existing building**

Please provide a list of all addresses of any flats and any other premises within the existing building  
(either in the fields below or as a supporting document)

Address 1:

Address 2:

Address 3:

Address 4:

Address 5:

Address 6:

Address 7:

Address 8:

Address 9:

Address 10:

Please provide details of any additional addresses on a separate sheet if necessary.

## 7. Checklist

Please read the following checklist to make sure you provide all the required information in support of your proposal. The information provided should include all the details necessary for the Local Planning Authority to determine if the proposal complies with permitted development legislation, and if its prior approval should be granted. If sufficient information is not provided the Local Authority can either request it, or refuse the application.

All sections of this application completed in full, dated and signed.	<input type="checkbox"/>	A site specific flood risk assessment <i>(if required as per the flood risk details of question 5)</i>	<input type="checkbox"/>
The correct fee	<input type="checkbox"/>	A report from a chartered engineer or other competent professional confirming that the external wall construction of the existing building complies with paragraph B4(1) of Schedule 1 to the Building Regulations 2010 (as amended). <i>(if required as per the fire safety details of question 5)</i>	<input type="checkbox"/>
A plan indicating the site and showing the proposed development.	<input type="checkbox"/>	A 'Fire statement' that covers the fire safety design principles, concepts and standards that have been applied to the development <i>(if required as per the fire safety details of question 5)</i>	<input type="checkbox"/>
Floor plans indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building.	<input type="checkbox"/>		
All plans should be drawn to an identified scale and show the direction of North. Plans can be bought from the Planning Portal's accredited supplier: <a href="https://www.planningportal.co.uk/buyaplanningmap">https://www.planningportal.co.uk/buyaplanningmap</a>			

## 8. Declaration

I/we hereby apply for prior approval as described in this form 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.

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):	(date cannot be pre-application)
<input type="text"/>	<input type="text"/>	<input type="text"/>	

## 9. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country code:	Mobile number (optional):	
<input type="text"/>	<input type="text"/>	
Country code:	Fax number (optional):	
<input type="text"/>	<input type="text"/>	
Email address:	<input type="text"/>	

## 10. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country code:	Mobile number (optional):	
<input type="text"/>	<input type="text"/>	
Country code:	Fax number (optional):	
<input type="text"/>	<input type="text"/>	
Email address:	<input type="text"/>	