

WORTH PARISH COUNCIL

Planning and Highways

Committee Meeting

1st September 2025

To: Members of the Planning and Highways Committee

Notice of Meeting

You are hereby summoned to the **Planning and Highways Committee** meeting of Worth Parish Council, on **Monday, 1st September 2025 at 7.30pm.** In the Glebe Crawley Down where the following business will be considered and transacted.

Mrs Leanne Bannister Chief Officer

AGENDA

- 1. Public Question Time** - To receive, and act upon if considered necessary, comments made by members of the public. This item will last for a maximum of 15 minutes with individual contribution up to a maximum of 3 minutes.

Members of the public are welcome to ask questions of the Council on matters that arise under its remit. The question should not be a statement, and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.

Members of the public will only be allowed to speak at any other time during the meeting at the discretion of the Chairman and will be governed by the rules set out in the Council's Standing Orders at all times.

- 2. Apologies** – to receive and approve apologies for absence.
- 3. Declarations of Disclosable Pecuniary and Other Interests** – To receive any declarations of interest from Councillors.
- 4. Minutes** – To discuss, amend if necessary and thereafter approve the Minutes of the Planning and Highways Committee meeting held on 7th July 2025.
- 5. Chairman's Announcements** – To receive any announcements by the Chairman of the Planning and Highways Committee.
- 6. Correspondence** – To note correspondence received.
- 7. Update on Mid Sussex District Council Planning Committee meetings** – To note items relevant to Worth Parish Council on the agendas of the following Mid Sussex District Council Committees:
 - a) Planning Committee – next meeting: 11th September 2025 at 4.00pm.
 - b) District Planning Committee – next meeting: 18th September 2025 at 2.00pm.

8. Planning Decisions from Mid Sussex District Council – To receive and comment upon decisions made by Mid Sussex District Council, the Local Planning Authority

| | Address | WPC | MSDC |
|------------|---|---------|-----------|
| DM/25/0533 | Shepherds Farm Turners Hill Road Crawley Down Crawley West Sussex RH10 4HQ | Defer | Permitted |
| DM/25/0534 | Shepherds Farm Turners Hill Road Crawley Down Crawley West Sussex RH10 4HQ | Defer | Permitted |
| DM/25/1234 | 21 Kitsmead Copthorne Crawley West Sussex RH10 3PN | Defer | Permitted |
| DM/25/1090 | 33 Hophurst Drive Crawley Down Crawley West Sussex RH10 4XA | Defer | Permitted |
| DM/25/1371 | Inglewell Sandhill Lane Crawley Down Crawley West Sussex RH10 4LB | Defer | Permitted |
| DM/25/1404 | 46 Wychwood Place Crawley Down Crawley West Sussex RH10 4HN | Defer | Permitted |
| DM/25/1456 | 7 Erica Way Copthorne Crawley West Sussex RH10 3XG | Defer | Permitted |
| DM/25/1603 | Lampson Court Copthorne Common Road Copthorne Crawley West Sussex RH10 3SL | Defer | Permitted |
| DM/25/1304 | 1 Oakley Grove Crawley Down Crawley West Sussex RH10 4UT | Defer | Permitted |
| DM/25/1102 | Francis Court Borers Arms Road Copthorne Crawley West Sussex RH10 3LQ | Defer | Permitted |
| DM/25/0657 | Hedgerows Burleigh Lane Crawley Down Crawley West Sussex RH10 4LF | Defer | Permitted |
| DM/25/1620 | 63 Westway Copthorne Crawley West Sussex RH10 3QS | Defer | Permitted |
| DM/25/1036 | Olivers Wine Agency Units 17 And 18 Borers Yard Borers Arms Road Copthorne Crawley West Sussex RH10 3LH | Support | Permitted |
| DM/24/2862 | 79 Church Lane Copthorne RH10 3QG | Defer | Permitted |
| DM/25/1484 | Garden Building, Keepers Cottage, Copthorne | Defer | Permitted |

9. Updates on the Mid Sussex District Plan- To receive and comment upon any updates in relation to the district plan.

10. Applications in Neighbouring Parishes- to receive and note a list of major applications in neighbouring parishes which may affect Worth Parish, and to consider submitting comments if appropriate

11. Licencing- To receive and note any new licencing applications.

12. Appeals – To receive and note the following appeal.

| Reference | Address | Proposal | Mid Sussex Decision |
|------------|--|--|---------------------|
| AP/25/0010 | Firs Farm, Copthorne Common | The development proposed is conversion of two buildings to 1 x single family dwellinghouse (Use Class C3) with associated amenity space and parking provision. | Approved |
| AP/25/0018 | St John The Evangelist Church, Church Road | Proposed installation of a 56 panel solar photovoltaic array on the South facing roof. | Approved |

13. Planning Compliance action- To receive a report on any actions currently being investigated by Mid Sussex Council, and to report any further breaches.

14. Highway Issues- To discuss and make comments upon any issues relating to Highways.

15. Gatwick Airport- to receive and comment upon any updates regarding Gatwick Airport.

16. Consultation - Gambling Act 2005 Policy (Statement of Licensing Principles - Gambling Act 2005)- to read and consider a comment on the revised policy.

17. Consultation - New Street Trading Policy- to read and consider a response to this new policy.

- 18. MSDC Street Naming & Numbering Policy consultation-** to read and consider a response to this revised policy.
- 19. Updates to the Land West of Turners Hill Road development-** to receive and comment upon any updates in relation to the development.
- 20. Royal Oak Update-** to receive any updates in relation to the Royal oak site.
- 21. Updates to the Neighbourhood Plan-** to receive and comment upon any updates regarding the Neighbourhood Plan.
- 22. Land North of Burleigh Lane, Crawley Down, allocated for 50 dwellings (Site SA22).** To receive and comment upon any updates in relation to the allocated site.
- 23. Ratification of Planning Recommendations-** To consider and ratify the following recommendations submitted to Mid Sussex District Council as the Local Planning Authority for planning applications where the deadline for consultee comments is before the next meeting date.

| Applications to be Ratified | |
|--|---|
| <u>DM/25/1023</u> <u>Crabbet Park Equestrian Centre Turners Hill Road Turners Hill Crawley West Sussex RH10 4ST</u> The demolition of the existing site office and construction of a single dwelling and associated works. | Defer to Officer |
| <u>DM/25/1620</u> <u>Westway Copthorne Crawley West Sussex RH10 3QS</u> Oak (T1) - Reduce crown by 2m. | Defer to Tree Officer |
| <u>DM/24/2957</u> <u>The Prince Albert Copthorne Bank Copthorne Crawley West Sussex RH10 3QX</u> Sever existing land to retain existing public house use and area of pub garden and erect a convenience store and 4 no. apartments with associated works, including alterations to the existing vehicular access and car park (Amended plans and retail justification received 1 May 2025) (Updated drainage, ecology and landscaping information received 26 June 2025) | Object noting previous comments submitted |
| <u>DM/25/1810</u> <u>Trees At Marstal, Copthorne Bank And 2 The Glebe Copthorne Crawley West Sussex RH10 3RP</u> T1 Red Oak (at Marstal Copthorne Bank) - remove all overhanging branches and stem back to boundary. T2 English Oak (at 2 The Glebe) - reduce in height to approximately 8 metres | Defer to Tree Officer |
| <u>DM/25/1593</u> <u>Woodlands Close and Land to The North of Burleigh Lane Crawley Down Crawley West Sussex RH10 4JZ</u> The demolition of numbers 9-11 Woodlands Close together with the demolition of other existing buildings on site and erection of 48 dwellings (Use Class C3) with open space, landscaping, car parking and associated | Extension granted till next committee meeting on the 1 st September. |

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| infrastructure including provision of internal access roads and access road onto Woodlands Close | |
| <u>DM/24/2401</u> <u>The Platt Turners Hill Road Crawley Down Crawley West Sussex RH10 4EY</u> Erection of pre-school and associated works (Amended Travel Plan received 14.07.2025) | Support noting previous comments |
| <u>DM/25/0708</u> <u>Firs Farm Copthorne Common Copthorne Crawley West Sussex RH10 3LF</u> Redevelopment of the site to provide 5 dwellinghouses with associated amenity space and parking; hard and soft landscaping; cycle and refuse storage; change of use of land to residential garden for existing dwellinghouse and associated access works. (Flood Risk Assessment and Drainage Report received 18.07.2025) | Defer to Officer noting over development of site |
| <u>DM/24/2862</u> <u>79 Church Lane Copthorne Crawley West Sussex RH10 3QG</u> Two storey side extension and single storey rear extension (revised plans received 24.07.2025) | Defer to Officer |
| <u>DM/25/1864</u> <u>Hurst House Copthorne Common Copthorne Crawley West Sussex RH10 3LG</u> Permission in Principle for the development of 3 to 4 residential dwellings (including the existing dwelling) | |
| <u>DM/25/1313</u> <u>Ellaby Copthorne Bank Copthorne Crawley West Sussex RH10 3QZ</u> Side ground floor extension. Replacement roof to existing conservatory. Glazed flat roof extensions either side of the existing conservatory (Amended Plans 31.07.2025) | Defer to Officer |
| <u>DM/25/1974</u> <u>Woodland House Cuttinglye Road Crawley Down Crawley West Sussex RH10 4LR</u> Quercus Robur English Oak - Request to reduce to previous points specifically lifting all aspects 5m. Crown reduction 2-3m (Previous Cut Points and no further). Removal of all major deadwoods | |

24. New Planning Applications- To Consider and agree recommendations to submit to Mid Sussex District Council as the Local Planning Authority, on the following planning applications.

| | |
|----------------------------|--|
| Type 1 applications | |
| <u>DM/25/1240</u> | |

| | |
|--|--|
| <p><u>Parkfields Farm Hophurst Lane Crawley Down Crawley West Sussex RH10 4LN</u></p> <p>Erection of commercial building, reconfiguration of yard and associated works.</p> | |
| <p><u>DM/25/1593</u></p> <p><u>Woodlands Close and Land to The North of Burleigh Lane Crawley Down Crawley West Sussex RH10 4JZ</u></p> <p>The demolition of numbers 9-11 Woodlands Close together with the demolition of other existing buildings on site and erection of 48 dwellings (Use Class C3) with open space, landscaping, car parking and associated infrastructure including provision of internal access roads and access road onto Woodlands Close</p> | |
| <p><u>DM/25/1967</u></p> <p><u>Mill House Old Hollow Copthorne Crawley West Sussex RH10 4TB</u></p> <p>Demolition of an existing dwelling. Erection of a new extension to the retained dwelling comprising single story living and bedroom accommodation. Extension to existing rear deck area.</p> | |
| Type 2 Applications | |
| <p><u>DM/25/2013</u></p> <p><u>14 Bramble Close Copthorne Crawley West Sussex RH10 3QB</u></p> <p>Proposed single storey rear/side extension. First floor rear and front extension. New pitched roof to front and rear structure. External and internal alterations.</p> | |
| Tree applications | |
| <p><u>DM/25/2051</u></p> <p><u>Copthorne Golf Club Borers Arms Road Copthorne Crawley West Sussex RH10 3LL</u></p> <p>T1 Oak tree - Re-pollard back to previous pruning points removing approximately 1m all round in re-growth and remove all epicormic growths for general maintenance, G1 Birch x 3 - Remove Dead/ding tree within the group of 3 trees for health and safety reasons.</p> | |

- 25. Matters for Consideration submitted by the Village Working Parties, or by the Worth Parish Council Working Party** - to note activities to date, and to receive any recommendations
- 26. Consideration of items for discussion by the Village Working Parties, or by the Worth Parish Council Working Party** – to consider and agree items to pass to the two Working Parties, or the Co- for discussion at their meetings, these to be put on a future Council/Committee agenda if necessary.
- 27. Date of the next meeting – Thursday 2nd October 2025 at 7.30pm at the Haven Centre Crawley Down.**

ALL MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND, AND ARE WELCOME AT MEETINGS

Officer Report

To be considered in conjunction with the agenda for this meeting.

**Meeting of the Planning and Highways Committee to be held on
Monday 1st September 2025, in the Glebe Crawley Down at 7.30pm. Where the
following business will be considered and transacted.**

1 Public Question Time-

The Public Forum will last for a period of up to fifteen minutes during which the public are welcome to ask questions of the Council on matters that arise under its remit. The question should not be a statement, and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.

2 Apologies

At the time of writing this report, no apologies have been received.

3 Declarations of Interest

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest is apparent to them. Details of interest will be Minuted.

Where there is a Prejudicial Interest (which is not a Disclosable Pecuniary Interest) Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber unless they have received a dispensation.

4 Minutes

To approve the Minutes of 7th July 2025.

5 Chairmans Announcements

There were no planned announcements at the time of writing this report.

6 Correspondence

No Correspondence to note.

7 Update on Mid Sussex District Council Planning Committee meetings.

Planning Committee – 11th of September at 4pm.
No agenda issued at the time of writing this report.
District Planning Committee – 18th of September at 2pm.
No agenda issued at the time of writing this report.

8 Planning Decisions from Mid Sussex District Council

To note the planning decisions as listed on the agenda.

| | Address | WPC | MSDC |
|------------|---|---------|-----------|
| DM/25/0533 | Shepherds Farm Turners Hill Road Crawley Down Crawley West Sussex RH10 4HQ | Defer | Permitted |
| DM/25/0534 | Shepherds Farm Turners Hill Road Crawley Down Crawley West Sussex RH10 4HQ | Defer | Permitted |
| DM/25/1234 | 21 Kitsmead Copthorne Crawley West Sussex RH10 3PN | Defer | Permitted |
| DM/25/1090 | 33 Hophurst Drive Crawley Down Crawley West Sussex RH10 4XA | Defer | Permitted |
| DM/25/1371 | Inglewell Sandhill Lane Crawley Down Crawley West Sussex RH10 4LB | Defer | Permitted |
| DM/25/1404 | 46 Wychwood Place Crawley Down Crawley West Sussex RH10 4HN | Defer | Permitted |
| DM/25/1456 | 7 Erica Way Copthorne Crawley West Sussex RH10 3XG | Defer | Permitted |
| DM/25/1603 | Lampson Court Copthorne Common Road Copthorne Crawley West Sussex RH10 3SL | Defer | Permitted |
| DM/25/1304 | 1 Oakley Grove Crawley Down Crawley West Sussex RH10 4UT | Defer | Permitted |
| DM/25/1102 | Francis Court Borers Arms Road Copthorne Crawley West Sussex RH10 3LQ | Defer | Permitted |
| DM/25/0657 | Hedgerows Burleigh Lane Crawley Down Crawley West Sussex RH10 4LF | Defer | Permitted |
| DM/25/1620 | 63 Westway Copthorne Crawley West Sussex RH10 3QS | Defer | Permitted |
| DM/25/1036 | Olivers Wine Agency Units 17 And 18 Borers Yard Borers Arms Road Copthorne Crawley West Sussex RH10 3LH | Support | Permitted |
| DM/24/2862 | 79 Church Lane Copthorne Crawley West Sussex RH10 3QG | Defer | Permitted |
| DM/25/1484 | Garden Building, Keepers Cottage, Copthorne | Defer | Permitted |

9 Updates on the Mid Sussex District Plan

The Ast Clerk and Cllr Willaims attended an online meeting with Mid Sussex to discuss the Local Government Review and to receive an update on the district plan. The notes from this meeting have been attached as part of the meeting pack.

10 Applications in Neighbouring Parishes

Councillors are asked to note the report attached.

Suggested actions to consider are **in red**.

11 Licencing

No New Licensing applications to note.

12 Appeals

| Reference | Address | Proposal | Mid Sussex Decision |
|------------|--|--|---------------------|
| AP/25/0010 | Firs Farm, Copthorne Common | The development proposed is conversion of two buildings to 1 x single family dwellinghouse (Use Class C3) with associated amenity space and parking provision. | Approved |
| AP/25/0018 | St John The Evangelist Church, Church Road | Proposed installation of a 56 panel solar photovoltaic array on the South facing roof. | Approved |

13 Planning Compliance

Worth Parish Council has contacted planning investigations with regards to a plot of land 715 which has recently been acquired, and a permanent looking mobile home has been placed on site with a new sign naming the site 'Fir Tree Place'

Residents have voiced concern as to how quickly a mobile home has appeared after the purchase of the land, that has historically been classed as farming land.

Planning investigations have confirmed that they have visited the site on a couple of occasions and have noted the mobile home, but there was no occupation on either visit. Mid Sussex District Council are seeking to contact the owner to understand their intentions and advise them of any planning permission required.

Mid Sussex have advised with regards to the use of the land, it does lie with the countryside as defined by the Mid Sussex District Plan, however, it is for any potential owner or developer to confirm the lawful use when either applying for planning permission or seeking to establish the lawful use.

Worth Parish Council has highlighted the lands close proximity to the local Monastery; this section is also part of the green corridor between Crawley Down and Copthorne and the settlement at Snow Hill. It is not an allocated site for houses.

14 Highways Issues

EV ChargePoint for Community Landowners- Please find attached in the meeting pack associated slides and a frequently asked question sheet. Cllrs are asked to note.

CDWP applied for a Community Highways Scheme for a build out at Crawley Down Shops. Cllrs are asked to note.

15 Gatwick Airport

Gatwick Airport Northern Runway please note any email updates.

Consultation - Gambling Act 2005 Policy (Statement of Licensing Principles - Gambling Act 2005)- Mid Sussex District Council is currently reviewing our Gambling Act 2005 Policy (Statement of Licensing Principles - Gambling Act 2005).

16

The consultation phase is open until the 29 September 2025.

The draft Policy (attached) may also be accessed via the Mid Sussex District Council website at <https://www.midsussex.gov.uk/about-us/consultations/>

Any comments on the Policy should be received by the Licensing Team no later than 29 September 2025.

Consultation - New Street Trading Policy-

- 17** For the purposes of this policy, street trading is defined as the selling or exposing or offering for sale of any article (including a living thing) in a street. The term street includes footways, car parks, public house forecourts and generally any area where the public have access without payment.

A final version of the policy will be written taking into account the results of the consultation exercise.

Any comments on the Policy should be received by the Licensing Team no later than 29 September 2024.

Your comments about the new policy can be provided by email to:

licensing@midsussex.gov.uk

MSDC Street Naming & Numbering Policy consultation

- 18** The District Council is currently reviewing the policy in the light of legislative change and has taken the opportunity to refresh and revise the rest of the policy text based on experience over the past fifteen years.

The principal changes being made are as follows:

- Inserting specific arrangements for changing the name of a street. This arises from provisions set out in the Levelling Up and Regeneration Act 2023 that had the effect of disapplying the provisions of the Public Health Acts Amendment Act 1907, which has been used by the District Council in the past. The District Council is seeking to re-apply the provisions of the 1907 Act at a local level.
- Clarifying the role of local councils. The previous policy did allude to this, but wording was scattered across the policy. The role of the local council has now been brought into a single section and highlights to developers the necessity of working with yourselves when suggesting street names.
- Guidance around ancillary wording that the District Council will permit on street nameplates.
- A provision prohibiting attachments to street nameplates. This has been unwritten policy for some time but has now been inserted into the published policy.

The District Council values the role of local councils in providing street names for developments that reflect and help preserve the history of local areas. We are therefore initiating a consultation with yourselves on the revised policy text and would welcome your Council's comments.

The consultation period is open for 28 days from the date of this email. I would be grateful if you can return your response to: addressqueries@midsussex.gov.uk

Updates to the Land West of Turners Hill Road Development- No further updates to note.

19 Update on the Royal oak site- Notes from meeting available to read in the public meeting pack.

20 Neighbourhood Planning-

The Assistant clerk is entering all the paper surveys received into the system.
Copthorne 313 (paper copies still to input)

21 Crawley Down 173 online only (paper copies still to input)
MSDC are advising caution to all town and parishes wishing to continue with neighbourhood plans.

Land North of Burleigh Lane, Crawley Down” is allocated for 50 dwellings (Site SA22)

22 A representative from Merrow Wood attended a meeting with the Crawley Down Working party- notes from the meeting are included in the meeting pack.

Highways WSCC have raised no objection to the application and have recommended the below condition in relation to Construction Management Plan. This is included in the public meeting pack.

1. The Committee needs to AGREE their response, whether they object/support/etc.
2. The planning Committee need to confirm what planning conditions they would want to be included should the application be accepted.

Cllr Gibson has recommended that this site be called in.

23 Ratification of Planning Recommendations

Responses to the following applications were made under delegated powers.

| Applications to be Ratified | |
|--|---|
| <u>DM/25/1023</u> <u>Crabbet Park Equestrian Centre Turners Hill Road Turners Hill Crawley West Sussex RH10 4ST</u> The demolition of the existing site office and construction of a single dwelling and associated works. | Defer to Officer |
| <u>DM/25/1620</u> <u>Westway Copthorne Crawley West Sussex RH10 3QS</u> Oak (T1) - Reduce crown by 2m. | Defer to Tree Officer |
| <u>DM/24/2957</u> <u>The Prince Albert Copthorne Bank Copthorne Crawley West Sussex RH10 3QX</u> Sever existing land to retain existing public house use and area of pub garden and erect a convenience store and 4 no. apartments with associated works, including alterations to the existing vehicular access and car park (Amended plans and retail justification received 1 May 2025) (Updated drainage, ecology and landscaping information received 26 June 2025) | Object- noting previous submitted comments |
| <u>DM/25/1810</u> <u>Trees At Marstal, Copthorne Bank And 2 The Glebe Copthorne Crawley West Sussex RH10 3RP</u> T1 Red Oak (at Marstal Copthorne Bank) - remove all overhanging branches and stem back to boundary. T2 English Oak (at 2 The Glebe) - reduce in height to approximately 8 metres | Defer to Tree Officer |
| <u>DM/25/1593</u> <u>Woodlands Close and Land to The North of Burleigh Lane Crawley Down Crawley West Sussex RH10 4JZ</u> The demolition of numbers 9-11 Woodlands Close together with the demolition of other existing buildings on site and erection of 48 dwellings (Use Class C3) with open space, landscaping, car parking and associated infrastructure including provision of internal access roads and access road onto Woodlands Close | Extension granted till the next committee meeting on the 1 st of September |
| <u>DM/24/2401</u> <u>The Platt Turners Hill Road Crawley Down Crawley West Sussex RH10 4EY</u> Erection of pre-school and associated works (Amended Travel Plan received 14.07.2025) | Support – noting previous comments |

| | |
|---|---|
| <p><u>DM/25/0708</u></p> <p><u>Firs Farm Copthorne Common Copthorne Crawley West Sussex RH10 3LF</u></p> <p>Redevelopment of the site to provide 5 dwellinghouses with associated amenity space and parking; hard and soft landscaping; cycle and refuse storage; change of use of land to residential garden for existing dwellinghouse and associated access works. (Flood Risk Assessment and Drainage Report received 18.07.2025)</p> | <p>Defer to Officer noting over development of site</p> |
| <p><u>DM/24/2862</u></p> <p><u>79 Church Lane Copthorne Crawley West Sussex RH10 3QG</u></p> <p>Two storey side extension and single storey rear extension (revised plans received 24.07.2025)</p> | <p>Defer to Officer</p> |
| <p><u>DM/25/1864</u></p> <p><u>Hurst House Copthorne Common Copthorne Crawley West Sussex RH10 3LG</u></p> <p>Permission in Principle for the development of 3 to 4 residential dwellings (including the existing dwelling)</p> | <p>Extension not granted due to permission in principle requiring a 5-week turnaround.</p> <p>Worth Parish Council submitted the following concerns</p> <p>Overdevelopment-</p> <p>Intensification beyond the site's context and capacity</p> <p>Vehicle Access- Unsafe access/egress onto a busy A-road without sufficient mitigation</p> <p>Traffic Interaction</p> <p>Conflicts with existing infrastructure (petrol station and roundabout)</p> |

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| | | leading to congestion and risk |
| <u>DM/25/1313</u> | | Defer to Officer |
| <u>Ellaby Copthorne Bank Copthorne Crawley West Sussex RH10 3QZ</u> | | |
| Side ground floor extension. Replacement roof to existing conservatory. Glazed flat roof extensions either side of the existing conservatory (Amended Plans 31.07.2025) | | |
| <u>DM/25/1974</u> | | Defer to Tree Officer |
| <u>Woodland House Cuttinglye Road Crawley Down Crawley West Sussex RH10 4LR</u> | | |
| Quercus Robur English Oak - Request to reduce to previous points specifically lifting all aspects 5m. Crown reduction 2-3m (Previous Cut Points and no further). Removal of all major deadwoods | | |
| 24 | | New Planning Applications- To Consider and agree recommendations to submit to Mid Sussex District Council as the Local Planning Authority, on the following planning applications. |

| Type 1 applications | |
|---|-----------------------------|
| <u>DM/25/1240</u> | No recent planning activity |
| <u>Parkfields Farm Hophurst Lane Crawley Down Crawley West Sussex RH10 4LN</u> | |
| Erection of commercial building, reconfiguration of yard and associated works. | |
| <u>DM/25/1593</u> | |
| <u>Woodlands Close and Land to The North of Burleigh Lane Crawley Down Crawley West Sussex RH10 4JZ</u> | |
| The demolition of numbers 9-11 Woodlands Close together with the demolition of other existing buildings on site and erection of 48 dwellings (Use Class C3) with open space, landscaping, car parking and associated infrastructure including provision of internal access roads and access road onto Woodlands Close | |

| | |
|---|---|
| <p><u>DM/25/1967</u></p> <p><u>Mill House Old Hollow Copthorne Crawley West Sussex RH10 4TB</u></p> <p>Demolition of an existing dwelling. Erection of a new extension to the retained dwelling comprising single story living and bedroom accommodation. Extension to existing rear deck area.</p> | <p>No recent planning history.</p> |
| Type 2 Applications | |
| <p><u>DM/25/2013</u></p> <p><u>14 Bramble Close Copthorne Crawley West Sussex RH10 3QB</u></p> <p>Proposed single storey rear/side extension. First floor rear and front extension. New pitched roof to front and rear structure. External and internal alterations.</p> | <p>No recent planning history</p> |
| Tree Applications | |
| <p><u>DM/25/2051</u></p> <p><u>Copthorne Golf Club Borers Arms Road Copthorne Crawley West Sussex RH10 3LL</u></p> <p>T1 Oak tree - Re-pollard back to previous pruning points removing approximately 1m all round in re-growth and remove all epicormic growths for general maintenance, G1 Birch x 3 - Remove Dead/ding tree within the group of 3 trees for health and safety reasons.</p> | <p>All previous tree applications permitted.</p> |
| <p>25</p> <p>26</p> | <p>Matters for Consideration submitted by the Village Working Parties, or by the Co-Ordination Group-No matters for consideration have been received.</p> <p>Consideration of items for discussion by the Village Working Parties – to consider and agree items to pass to the two Working Parties for discussion at their meetings, these to be put on a future Council/Committee agenda if necessary.</p> |
| <p>27</p> | <p>Date of the next meeting Thursday 2nd November at 7.30pm at the Haven Centre Crawley Down.</p> |

Worth Parish Council
Minutes of the Planning and Highways Committee Meeting held on 7th July 2025,
commencing at 7.30pm

| | | |
|----------------|---|--|
| Present | Cllr Williams (Chair) Cllr Bingle Cllr Coote Miss H Smith (Assistant Clerk) 31 Members of public present Cllr Hodsdon sat as a member of the public. | Cllr Dorey (Vice Chair) Cllr Casella Cllr Kipps Cllr Wilson |
|----------------|---|--|

262 Elect a Vice Chair

Cllr Williams nominated Cllr Dorey, this was second by Cllr Coote.

263 Public Question Time

There were 27 members of the public present all to present their objections and concerns on the proposed development Land North of Burleigh Lane Crawley Down.

The ast clerk and Chair Cllr Willaims gave a brief history of the allocated site and explained that as the planning application was not yet validated by MSDC, the committee would not predetermine themselves but would listen to the residents' concerns. Cllr williams explained that public participation would last 15 mins.

First member of public was speaking on behalf of the homeowner whose bungalow would be left on an island between two access roads. There were concerns from residents this development was causing a detrimental effect on the resident's health mentally and physically.

Second Member of public was concerned on impact, noise and pollution the proposed new development would bring.

Third member of the public objected to the proposed development on the grounds of traffic safety, the resident was concerned that if each household had two cars that was an extra 200 cars on already congested, narrow roads. The resident was concerned about the impact on Kiln Road junction and the impact this would have on drivers, pedestrians and school children. The resident also believed that the current infrastructure in Crawley Down would not be able to cope.

Fourth Member of public agreed with all the above comments; they wanted Worth Parish Council to hold Mid Sussex accountable to the inspector's original access agreement of using Sycamore Lane as the preferred access route.

The member of public wanted to know Worth Parish council's view on the proposed access and the district plan. They also felt that there were aggressive tactics being used to entice residents to sell their homes to make way for the development.

Fifth Member of Public agreed with all the above comments and wanted to highlight the risk of subsidence the new development may cause to neighbouring properties on the northern boundary which have two tier gardens.

Homes have seen flooding in recent years since the last development.

They also noted the right to light and felt the new proposed development would affect the amount of light they currently get.

Their final concern was two well established oak trees that would have roots well within the proposed development area. Their concern was that damage to these roots could have a health and safety impact on the trees.

Sixth Member of the public was concerned about sewage. Crawley Down as a village all use black fibre pipes which usually have a life span of 25 years. New housing developments have tapped into existing pipes which are already at capacity.

They asked the question 'is the council aware of the situation'?

'Is the Council aware you cannot get a doctor's appointment in a month'?

Worth Parish council needs to be a voice to Mid Sussex!

Seventh Member of Public is a parent of a young child and was unable to get their child into Crawley Down School, this is not an isolated incident. Children are being offered junior school places in Godstone and East Grinstead.

Eighth member of public agreed with all the above comments and wanted to empathise their concerns regarding the Oak trees, subsidence and safety to residents.

Cllr Dorey reminded members of the public their 15 minutes had finished.

Cllr Williams thanked the members of the public and explained that Cllrs would get the opportunity to speak under agenda item 19, and that the rest of the meeting would continue.

264 Apologies

Apologies were received from Cllr Pointer and Cllr King

265 Declarations of Disclosable Pecuniary and Other Interests

None

266 Minutes

It was AGREED by all present that the Minutes of the Planning & Highways Committee meeting held on 2nd June were a true and correct record.

267 Chairman's Announcements

The Committee wished Cllr King all the best whilst in Hospital.

Was disappointed that there was no communication regarding the road closure at Copthorne Road Saturday 28th June from WSCC.

Correspondence

No correspondence to note

268 Update on Mid Sussex District Council Planning Committee Meetings

Planning Committee – 12th of July at 4pm.

Agenda not yet published at the time of writing this report.

District Planning Committee – 17th of July at 2pm.

Agenda not yet published at the time of drafting the report.

269 Planning Decisions from Mid Sussex District Council

| | Address | WPC | MSDC |
|------------|---|------------|-------------|
| DM/25/0916 | Asgard Copthorne Common Road Copthorne Crawley West Sussex RH10 3JX | Defer | Permitted |
| DM/25/1091 | Little Acorns Brookhill Road Copthorne Crawley West Sussex RH10 3PJ | Defer | Permitted |
| DM/25/0933 | 57 The Meadow Copthorne Crawley West Sussex RH10 3RQ | Defer | Permitted |
| DM/25/0987 | Great Frenches Barn Snow Hill Crawley Down Crawley West Sussex RH10 3EE | Defer | Permitted |
| DM/25/1009 | 27 Ivy Close Copthorne Crawley West Sussex RH10 3FT | Defer | Permitted |
| DM/25/1241 | Cherokee Copthorne Bank Copthorne Crawley West Sussex RH10 3JQ | Defer | Permitted |

| | | | |
|------------|--|-------|-----------|
| DM/25/1045 | 28 Old Station Close Crawley Down Crawley West Sussex RH10 4TX | Defer | Permitted |
| DM/25/1083 | 6 Knowle Close Copthorne Crawley West Sussex RH10 3LR | Defer | Permitted |
| DM/23/0504 | Crawley Down Garage Snow Hill Crawley Down West Sussex | | Permitted |
| DM/25/1074 | Sideways Sandhill Lane Crawley Down Crawley West Sussex RH10 4LD | Defer | Permitted |
| DM/25/1330 | 7 Pasture Wood Close Crawley Down Crawley West Sussex RH10 4AP | Defer | Permitted |

Cllrs NOTED this information.

270 Updates on the Mid Sussex District Plan-

Inspector minded to refuse, no further updates since the last committee meeting on the 2nd of June.

271 Applications in Neighbouring Parishes

Cllrs NOTED the report.

272 Licencing

No new Licencing applications to note.

273 Appeals

Cllrs NOTED the following appeal.

| Reference | Address | Proposal | WPC Response |
|------------|--|--|------------------|
| AP/25/0031 | Firs Farm Copthorne Common Copthorne Crawley | Conversion of a storage building to form two dwellinghouses (2 x Use Class C3 Single Family Dwellinghouses). | Defer to Officer |
| AP/25/0032 | Firs Farm Copthorne Common Copthorne Crawley | Conversion of a storage building to form two dwellinghouses (2 x Use Class C3 Single Family Dwellinghouses). | Defer to Officer |

274 Planning Compliance Action

Cllrs noted reports to planning investigations

275 Highways Issues

Resurfacing works have now been scheduled for both the Star Junction and the section of the Copthorne Road between Rowlatt Lane and Furnace Wood in Felbridge. Works will take place during the school holidays which is helpful. The information below is on our website. I'll pass on any updates received. I will post on social media nearer the time.

A22/A264 Star Junction - Resurfacing

Provisional dates have been set for resurfacing at the Star Junction. Works will take place between 15-23 August, during the school holidays, and are expected to be overnight only (8.00pm-6.00am). The Traffic Restriction Order covers "A22 London Road, Felbridge which extends from its junction with The Glebe southwards to the boundary between the District of Tandridge and West Sussex County Council".

A264 Copthorne Road - Resurfacing

Provisional dates have been set for the resurfacing of the A264 Copthorne Road between Rowplatt Lane and Furnace Wood. The permit dates are 24th July to 9th August during the school summer holidays. The permit is for a full closure, and it is expected that most works will take place overnight (8.00pm-6.00am). The works are described by Surrey Highways as '*major resurfacing and full reconstruction including civils works where necessary*' so should also address the flooding issues on this stretch of road. The Traffic Restriction Order for these works covers '*the A246 Copthorne Road, Felbridge which extends from its junction with the western arm of Lake View Road to its junction with Crawley Down Road*'.

276 Gatwick Airport

Cllrs NOTED the email updates.

277 Updates to the Land West of Turners Hill Road Development

The committee have been informed the planning applications are due to go to the district planning committee meeting on the 17th of July.

278 Neighbourhood Plan

Cllrs NOTED the neighbourhood plan updates. All AGREED to use the existing credit with Squires to analysis the survey results. Cllrs asked for work to continue on the plans in both villages that did not require professional support whilst sourcing additional funding opportunities. It was AGREED that future funding would be budgeted for in the next financial year.

279 Land North of Burleigh Lane, Crawley Down" and is allocated for 50 dwellings (Site SA22)

Cllrs raised concerns about the process and the lack of public consultation. Residents were advised to contact Cllr's John Hitchcock and Ian Gibson as well as Local MP Mims Davies, to voice their concerns, as well as the planning portal once the application goes live.

In response to residents' concerns regarding infrastructure, Cllrs advised the room that as residents themselves of Crawley Down they were aware of issues with infrastructure and were concerned that children that lived in the village could not go to school within the village.

Cllr Kipps raised concerns regarding the local pumping station, and the impact future development would have on the Village Pond.

Residents were advised that as this was not a live application Worth Parish Council cannot agree a formal position, All Cllrs AGREED that they would want to obtain an independent drainage report and once the application goes live retain the advice of a professional body.

Cllr Casella advised residents that when making an objection, this should be on planning grounds and not emotional.

280 Nature Restoration Fund regarding the land north of Burleigh Lane development - Cllrs AGREED

281 Fingerpost Signage Heathy wood

All AGREED with the fingerpost wording.

282 Palmers Autocentre Tyres, Turners Hill Road, Crawley Down, Crawley, West Sussex, RH10 4HQ - DM/25/0483 Reserved matters application following Outline approval DM/22/0867 (AP/23/0015) Street naming and numbering application

Cllrs AGREED with a suggestion of Palmers Close

283 Ratification of Planning Recommendations

Cllrs NOTED this.

| Applications to be Ratified | Submissions |
|--|---|
| <p><u>DM/25/1313</u></p> <p><u>Ellaby Copthorne Bank Copthorne Crawley West Sussex RH10 3QZ</u></p> <p>Side ground floor extension. Replacement flat roof with existing conservatory. 2no rear flat roof canopies each side of existing conservatory</p> | Defer to Officer |
| <p><u>DM/25/1263</u></p> <p><u>Euro Seat / Euro Cupra Crawley Down Garage Snow Hill Crawley Down Crawley West Sussex RH10 3EQ</u></p> <p>Replace the existing Skoda signage with the new illuminated brand signage</p> | Defer to Officer |
| <p><u>DM/25/1371</u></p> <p><u>Inglewell Sandhill Lane Crawley Down Crawley West Sussex RH10 4LB</u></p> <p>Demolition of existing garage. Erection of new garage</p> | Defer to Officer |
| <p><u>DM/25/1404</u></p> <p><u>46 Wychwood Place Crawley Down Crawley West Sussex RH10 4HN</u></p> <p>Change of Use to existing Garage with window to front and external access door to side</p> | Defer to Officer. There are concerns regarding potential overdevelopment of the site and insufficient parking provision. These issues should be carefully assessed in conjunction with the policies and guidance outlined in the Crawley Down Neighbourhood Plan to ensure sustainable development and minimal impact on the local community. |
| <p><u>DM/25/1384</u></p> <p><u>Mill Studio Old Hollow Copthorne Crawley West Sussex RH10 4TB</u></p> <p>Retention of heat pump</p> | Defer to Officer |
| <p><u>DM/25/1456</u></p> <p><u>7 Erica Way Copthorne Crawley West Sussex RH10 3XG</u></p> <p>Oaks x 3 Remove epicormic growth on main trunks. Oak 4, reduce overhanging growth.</p> | Defer to Officer |

284 New Planning Applications

| Type 1 Applications | |
|---|--|
| <p><u>DM/25/1484</u></p> <p><u>Garden Building Keepers Cottage Copthorne Common</u> <u>Copthorne West Sussex</u></p> <p>Change of use to create a Community Pottery Studio.</p> | Defer to Officer |
| Type 2 Applications | |
| <p><u>DM/25/1036</u></p> <p><u>Olivers Wine Agency Units 17 And 18 Borers Yard Borers Arms</u> <u>Road Copthorne Crawley West Sussex RH10 3LH</u></p> <p>Proposed construction of a single storey front extension and raised seating area with enclosed railings</p> | Support |
| <p><u>DM/25/1304</u></p> <p><u>1 Oakley Grove Crawley Down Crawley West Sussex RH10 4UT</u></p> <p>Proposed single storey wrap around extension to rear and side</p> | Defer to Officer |
| <p><u>DM/24/2401</u></p> <p><u>The Platt Turners Hill Road Crawley Down Crawley West Sussex</u> <u>RH10 4EY</u></p> <p>Erection of pre-school and associated works (Amended plans received 13.06.2025 to remove the proposed path and to include a Travel Plan)</p> | Worth Parish Council supports this application; Concerns regarding access have been addressed. There is a local demand for childcare facilities in Crawley Down. |
| Tree Applications | |
| <p><u>DM/25/1456</u></p> <p><u>7 Erica Way Copthorne Crawley West Sussex RH10 3XG</u></p> <p>Oaks x 3 Remove epicormic growth on main trunks. Oak T4, reduce overhanging growth by approx 2.5m (Amended Description)</p> | Defer to tree Officer |
| <p><u>DM/25/1603</u></p> <p><u>Lampson Court Copthorne Common Road Copthorne Crawley</u> <u>West Sussex RH10 3SL</u></p> <p>T8 (Beech) - Reduce height by 5m to reduce stress on the weak fork and reduce radial spread by 1.5m all round. Reduce the crown height by 5m and the crown spread by 3m.</p> | Defer to Tree Officer |

285 Matters for Consideration submitted by the Village Working Parties, or by the Co-Ordination Group

All AGREED that that once all planning reform changes have been agreed, we ask Squires to do a training session for all Cllrs and Officers.

Consideration of items for discussion by the Village Working Parties-

286 No considerations

287 **Date of the next meeting – Monday 1st September 2025 at 7.30pm.**

Meeting closed at pm

Chairman: _____

Date: _____

Notes from Local Government review Meeting Teams Call 28th July 2025

Slides from meeting will be made available

Current situation 2 tier authority

Replace with a unitary authority – English Devolution Bill

Mid Sussex Currently working with the other councils to create a business case proposal – deadline 26th September 2025

Currently running a survey 17th July- 13th August, Mid Sussex advocates all Cllrs, officers and Residents to participate.

Government has been quite clear with 6 thematic criteria with one MSDC picks out

‘Unitary local government must be the right size to achieve efficiencies, improve capacity and withstand financial shocks’.

This business proposal is being overseen by the Chief Executives of each council led by Mike Dearing.

Early 2026 Secretary of State decision expected.

1st April 2028 new council operates.

Mid Sussex is looking to seek the views and opinions for the following unitary options.

Originally 4 options for a unitary authority (See slides for details)

Options C/D not financially viable mostly due to cost of adult social care which is predominantly along the coastal areas.

Councils make their money through Council Tax and business rates, which sees most of the income come from Mid Sussex, Crawley and Horsham.

This left Options A and B

A = One whole authority

B1 and B2 (difference is where Adur sits East or West)

Option A financially stronger, better segregation costs, however financially option B also works.

Council Tax

Harmonisation of Council Tax in all 8 areas within 7 years into 1 or 2 levels.

Mid Sussex is a low council tax area.

When harmonising Council tax, this is usually with the highest Level,

Cllr Numbers

Working Assumption – Boundary Commission more than 30 elected members but no more than 100.

Option A - Up to 100 elected officials

Option B1 or B2- 70 elected officials respectively.

This will mean fewer elected officials.

Neighbourhood area committee's

No stance from Government officially

Local needs / Local focus- might meet NPC purpose

Mid Sussex has no strong views either way

Katherine Hall encouraged Trevor Leggo to respond and raise this as a question and share any insights/opinions he has.

District Plan update

Where we are

-Inspector minded to fail on duty to co-operate grounds.

-Compliant submitted to the planning inspectorate and pre action Protocol letters to Government.

-MSDC have taken advice on next steps

-Plan is still at examination

Consequences

- no longer able to demonstrate a 5-year housing supply
- Tilted balance applies (paragraph 11 NPPF)
- Greater risk of speculative development
- Difficult and costly to defend appeals.

Infrastructure Contributions

MSDC under the new district plan under appendix 5 new higher rate of funding – to balance the cost of any new infrastructure as building prices have risen.

MSDC after obtaining legal advice have Revoked the adopted Developer Contributions Supplementary Planning Document (SPD) 2018

Interim Position Statement

This does not carry the same weight as a District Plan but sets forward the planning principles to guide new applicants- both Horsham and Chichester have produced similar documents to bring forward proposed allocations and policies ahead of adopting new Local plans.

- Intention for MSDC to adopt the position statement in Autumn
- Once adopted the statement will be a material consideration when determining planning applications.

Neighbourhood Plans

Have recently seen the government withdraw funding, neighbourhood plans are resource intensive both labour and financially.

MSDC do not advise reviews of neighbourhood plans currently. For those parishes and towns that wish to continue caution is advised.

Applications in Neighbouring Parishes

12th May 2025

| Parish | Planning Ref | Address | Action |
|----------------|--------------|--|---|
| Burstow | 2019/548/EIA | Roundabouts Farm, Clay Hall Lane, Copthorne RH10 3JE Request for screening opinion for the Proposed Development of circa 360 residential units made up of 2, 3 and 4-bedroom detached, semi-detached and terraced houses, and potentially some 1-bedroom flats and a small amount of commercial development of circa 7,000 soft. The properties will not exceed 3-storeys. | <p>WPC has commented on the proposals and asked to be kept updated.</p> <p>Confirmed EIA required.</p> <p>No change 18.08.2025</p> |
| East Grinstead | DM/25/1665 | <p>Land South of Crawley Down Road Felbridge East Grinstead West Sussex RH19 2PP</p> <p>Discharge of planning conditions 9, 10, 16 and 20 relating to planning application DM/23/0810</p> | <p>Submission of details pursuant to the discharge of Conditions 9, 10, 16 and 20 of Planning Permission DM/23/0810 for 200 homes at Land South of Crawley Down Road, Felbridge, East Grinstead, West Sussex, RH19 2PP.</p> <p>pursuant to the Discharge of Conditions 9 (Archaeology), 10 (Air Quality Assessment), 16 (Arboriculture Method Statement) and 20 (Biodiversity Net Gain Plan) attached to the Full Planning Permission regarding Land South of Crawley Down Road (Ref. DM/23/0810).</p> <p>The information submitted pursuant to the afore mentioned conditions as follows: Condition 9 (Archaeology) 230233 WSiV5 230233-ev-2025100-V1reduced</p> <p>Condition 10 (Air Quality Assessment) 444669-02(03) Air Quality Assessment Report-Crawley Down Road Felbridge</p> <p>Condition 16 (Arboriculture Method Statement) 10948_AMS.001</p> |

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| | | | <p>Condition 20 (Biodiversity Net Gain Plan) Land at Felbridge - HMMPT 1.0 (Revision b)</p> <p>01.07.2025 Historic Environment Consultee Given the submitted evaluation report, I can recommend discharge of Condition 9(i). The remainder of Condition 9(ii, iii & iv) should not be discharged until the submission and approval of an archaeological mitigation strategy (ii), the completion of the approved mitigation strategy (iii) and the submission and approval of a post-excavation report detailing the results of the archaeological work (iv).</p> <p>17.07.2025 Enviromental protection Re: Cond 10 Air Quality The condition requires a scheme to be submitted in accordance with the value stated in the RSK AQ assessment. It appears that the applicant has re-submitted the original report rather than a specific and agreed scheme. Not recommended for discharge at this stage.</p> <p>18.07.2025 Condition 16 – approval for discharge from MSDC.</p> |
| East Grinstead | DM/22/0718 | <p>Land Rear Of 61 Crawley Down Road Felbridge East Grinstead West Sussex RH19 2PP</p> <p>Development to provide a mix of 20-, two-, three- and four-bedroom dwellings with access obtained through adjoining site (as approved under DM/20/1078) with associated landscaping and infrastructure.</p> | <p>Pending consideration</p> <p>Still live 27/02/2025.</p> <p>To be superseded by DM/23/0810?</p> <p>No change 18.08.2025</p> <p>Suggest Noting. Planning portal states Pending Consideration</p> |

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|-----------------------|-------------------|--|--|
| <p>East Grinstead</p> | <p>DM/23/2699</p> | <p>Land South and West of Imperhorne Upper School, Imberhorne Lane, East Grinstead</p> <p>Mixed use development for up to 550 dwellings (use C3), up to 150 dwellings (use class 2), land for primary school, neighbourhood centre, allotments etc. Playing fields, sports pavilion, SANG etc.</p> <p>Land South and West of Imberhorne Upper School Imberhorne Lane East Grinstead West Sussex</p> <p>Desc: Hybrid planning application seeking 1) outline planning permission for a mixed-use development comprising up to 550 dwellings (Use Class C3), a care village of up to</p> <p>150 dwellings (Use Class 2), land for a 2 form entry primary school (including early years provision and special needs education provision), mixed use neighbourhood centre, allotments, landscaping and sustainable urban drainage; and 2) full planning permission for playing fields, new sports pavilion, and running track associated with Imberhorne Secondary School, a Suitable Alternative Natural Greenspace (SANG) with associated car park, access from Imberhorne Lane, internal road to the SANG and associated landscaping and infrastructure. (Additional/amended information and plans received 22nd May 2024)</p> | <p>Pending Consideration</p> <p>Nature Space partnership Response: Holding objection: further information required 01.12.23.</p> <p>Consultation response from southern water 05.12.23 indicates that this initial study indicates that these additional flows may lead to an increased risk of foul flooding from the sewer. Southern Water will carry out detailed network modelling as part of this review which may require existing flows to be monitored.</p> <p>Consultation Response Historic England 15.12.23 Historic England considers that the proposals would cause harm to the significance of Imberhorne Farmhouse, Imberhorne Farm Cottages, and Gullege Farm (grade II*listed) through development within their rural setting.</p> <p>WSCC Fire & Rescue response 18.12.2023 It is therefore recommended that the hydrant condition is implemented.</p> <p>NHS Sussex Consultee response submitted 25.01.24, Without associated infrastructure, NHS Sussex would be unable to sustain sufficient and safe services provided in the area and would therefore have to OBJECT to the development proposal.</p> <p>SCC consultee response submitted 20.02.24. No objection as highway authority, although recommends improvements to Imberhorne Lane /Heathcote Drive Junction.</p> <p>Comments from the Gypsy and Traveller community. SA20, states that the draft district plan requires on-site provision on the three Significant Site Allocations (DPSC1- DPSC 3) to contribute to the overall need. We support the on-site provision of pitches on these three draft allocations, to meet the residual need within the district. An off-site financial contribution to G&T will be made."</p> |
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| | | | <p>05.04.24 Surrey County Council consultee response. Surrey County Council Highway Authority request that the junction improvements at Imberhorne Lane/Heathcote Drive , A22/Imberhorne Lane and those immediately south of the A22/A264 junction proposed by the Developer within the traffic mitigation in the Transport Assessment and which is considered would have a positive impact on the capacity issues experienced at the A22/A264 junction should be secured as part of any planning permission granted.</p> <ul style="list-style-type: none"> • It is noted that as part of the Transport Assessment that the Developer has included a Sustainable Transport Strategy and SCC would request that this is secured as part of any planning permission granted. <p>04.07.24 MSDC Enviromental Protection have no objection in principle. A list of conditions has been provided.</p> <p>12.07.2024 Proposed Indicative Shared Footpath & Cycle Route Connection.</p> <p>12.07.2024 Proposed Route to SANG Carriageway Widths Plan.</p> <p>15.07.2024 Ecology Walkover Technical Note- temporary holding objection as ecology report is out of date and needs updating.</p> <p>17.07.2024 MSDC Full Element The development hereby permitted shall not commence unless and until details of the proposed foul and surface water drainage and means of disposal have been submitted to and approved in writing by the local planning authority. No building shall be occupied until all the approved drainage works have been carried out in accordance with the approved details. The details shall include a timetable for its implementation and a management and maintenance plan for the lifetime of the development which shall</p> |
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| | | | <p>include arrangements for adoption by any public authority or statutory undertaker and any other arrangements to secure the operation of the scheme throughout its lifetime. Maintenance and management during the lifetime of the development should be in accordance with the approved details.</p> <p>22.07.2024 Sports England have withdrawn their objection to the proposal.</p> <p>29.07.2024 SCC It is acknowledged that the network is constrained, and the proposals are not able to fully meet the Allocation Policy. However, it is recognised that this is an allocated site and impacts on how we approach the application and therefore SCC Highway Authority are not raising an objection to the proposals. However, we need the above requirements for junction improvements and the implementation of a Sustainable Transport Strategy as requested above to make it acceptable in highway terms</p> <p>30.07.2024 -Active travel England Conditional approval</p> <p>07.08.2024- Ecology Report. Holding Objection pending further information on European Protected Species (Hazel Dormouse)</p> <p>15.10.2024- Sussex Police and Crime Commissioner- Police Funding and Development Growth- A primary issue for Sussex Police is to ensure that new development, like that proposed by application DM/23/0810, makes adequate provision for the future policing needs that it will generate. However, it is the limit of these funds which necessitates the need to seek additional contributions via Section 106 requests.</p> <p>16.10.2024 Consultee response WSCC Highways- No Objection</p> |
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| | | | <p>06.11.2024 Summary Of Natural England's Advice – No Objection Subject to Appropriate Mitigation Being Secured</p> <p>11.11.2024 Following a detailed ground-based assessment of each tree, TG73 (three oaks), T45, T66, T04, T94, TG1, TL27 were classified as supporting PRF-Is. Whilst no further surveys are required, sensitive removal and compensation is required to ensure no impacts on bats are predicted.</p> <p>18/11/2024 WSCC Highways - Public Rights of Way Further to the previous response dated 19th June 2024 it has become apparent that the existing arrangement where Bridleway 40aEG crosses Felbridge water via a culvert will not be able to cope with the development planned for this area. We have investigated options to mitigate and remediate this and looked at the infrastructure that will be required to carry bridleway traffic and the existing private vehicular rights safely given the planned development. We have been advised to seek an additional £50,000 S106 contribution and would be grateful if Mid Sussex District Council would consider this.</p> <p>12.12.2024 WSCC Education's formal recommendation is as follows: Conditional Approval.</p> <p>20.12.2024- Place Services' ecological advice service Recommended Approval subject to attached conditions.</p> <p>30.01.2025- Committee Report – Recommended for Approval.</p> <p>10.02.2025- East Grinstead Town Council- Committee resolved to recommendation this application for refusal. Whilst WSCC Highways view of this development was positive, the Committee was disappointed to note there had still been no</p> |
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|---------|----------|---|---|
| | | | <p>conclusive update or commitment to the star junction upgrade recommended by Surrey Country Council. There was still scope for this to be addressed within the legal documentation for this application, the 4 local authorities needed to work together to identify a solution to the road issues. There was also no update regarding the requested improvements to Imberhorne Lane bridge. The pedestrian access point onto the Worth Way should be for cycle access also. EGTC would like a commitment from MSDC that S106 funding would not be removed/deemed expired after a set period of time if the funding had not been used, and would also like reassurance that the primary and early years education and the care home offerings within the site would be delivered within the timeframe specified. If not, we would like reassurance that these sites would be used for alternative community benefit e.g. community hall, play area etc. There had been other instances within MSDC where S106 funding had been lost and community offerings not delivered, it was hoped that lessons had been learned not as not to be repeated.</p> <p>Suggest noting Awaiting Decision still 28/08/2025 Status awaiting decision</p> |
| Burstow | 2025/468 | <p>Land South of Tagzvondeni Kennels, Shipley Bridge Lane, Shipley Bridge, RH6 9TL</p> <p>Use of land as a private gypsy and traveller caravan site for 4 pitches, including parking. Retention of hardstanding and widened vehicular access. (Retrospective)</p> | <p>Pending Consideration- comments by the 4th of July</p> <p>11th June 2025 London Gatwick- consultee comment – No development shall take place until full details of soft landscaping works have been submitted and approved in writing by the local planning authority.</p> <p>The reason to avoid endangering the safe movement of aircraft and the operation of London Gatwick through the attraction of birds and an increase in the bird hazard risk of the application site.</p> <p>01.07.2025- Surrey County Council Highways –requires evidence of vehicular sight lines at the proposed site access junction onto Shipley Bridge Lane, the use of which would be intensified by the proposed development.</p> |

New Applications/Comments in bold

EV ChargePoint for Community landowners Webinar

Frequently asked questions



Q1: Roughly speaking there is a 10:1 cost ratio between public EV charge point tariffs and domestic off-peak tariffs. In order to attract more EV uptake amongst those without off-street parking, do you envisage introducing any cost model to reduce this disincentive?

A: Yes, this price gap is a recognised to be a barrier. Connected Kerb has introduced a smart charging initiative offering residents a day tariff of £0.54/kWh and a night tariff of £0.44/kWh. Dynamic pricing is being developed further, which could allow for even lower rates or more frequent tariff changes aligned with cheaper, greener energy periods.


It's also important to note that commercial electricity costs have risen, even as domestic rates have fallen. Additionally, VAT differences contribute to the disparity, public charging is taxed at 20%, while home charging benefits from a reduced 5% rate.

Q2: What is the VAT rate on the tariff?

A: Public EV charging is currently subject to the standard VAT rate of 20% in the UK. In contrast, domestic electricity used for EV charging at home is taxed at 5%. This difference contributes to the cost disparity mentioned in Q1. Groups such as Faircharge are campaigning to equalise the VAT rates of public and home charging.

Q3: How are sites for EV points assessed as many seem to have been placed in areas unlikely to have any EV owners near e.g. 12 in an ex Council estate

A: Site selection typically considers factors like grid capacity, accessibility, parking availability, and future demand projections. In some cases, installations are made in anticipation of increased EV uptake or to ensure equitable access across communities. Feedback from local residents and councils is crucial to refining site selection. We receive a considerable amount of resident requests on a monthly basis which are factored in to our site selection. It's also important to remember that one of the ORCS funding conditions is that EV chargepoints need to be located in areas without access to off-street parking – which may mean areas that appear less likely to have EV owners in the short term.



Q4: On housing estates does it preclude resident parking when the EV are not in use?

A: It depends whether we're talking about housing estates i.e non highway or highway, but essentially it depends on the limitations associated with it. So on Highway, it would need to have a traffic regulation order, if it has no traffic regulation order then the answer would be no. It wouldn't preclude in much like any on street thing that we do. There is no exclusion for non EV vehicles on any of the bays that we'd put in. But if there was one on street or in a car park, whether that be private or otherwise then it would preclude. So it depends very much on the ownership and logistics around that bay.

Q5: Are there any safety issues that we should be aware of?

A: EV charge points must comply with UK safety standards, including electrical safety, fire risk mitigation, and accessibility. Installations should be well-lit, clearly marked, and regularly maintained. In rural or dark-sky areas, lighting solutions that minimise light pollution can be considered.

Q6: Are you able to help or consider pubs as this is the only communal facility in our parish.

A: Yes, pubs can serve as valuable community charging hubs, particularly in rural areas. However, because pubs are typically privately owned, they fall outside the scope of this specific grant fund and contract. That said, we're happy to be introduced to private landowners and can consider these sites under a separate agreement. For ORCS, the car parks must be publicly owned – so if there is a parish/ district council owned car park at or near a pub then it may be eligible.



Q7: I got a 24/7 rural parish owned car park, not lit, free of charge, I have authorisation from council to go ahead with this scheme. However, this is a dark skies rural parish, I cannot think of an electrical source near to the car park other than a Pub, no streetlights. Do I bother trying to do this?

A: It's always worth exploring a new site to see what is possible in terms of installation and grid connection. Please pass this location on to us and Connected Kerb can carry out the necessary studies to assess feasibility of the location. Although there may not be any obvious electrical sources visible, there might be Low Voltage (LV) cables running near the site that Connected Kerb could connect to.


Q8: Given many Parish Community Hall car parks are of limited capacity, sometimes leading to overflow parking on adjacent roads, are there any planning implications if EVCPs for residential/non Hall users are installed within those car parks?

A: No, unless there was an application to introduce some kind of restriction on the use of the bay. I think if that were the case, then the County Council's permission as a highway authority is required, not a planning implication, but nonetheless required if it's a new charge because of the point that you're making here, which is overspilled car park going onto local streets.

The chargepoints must have a dedicated bay under ORCS funding – any planning conditions related to overflow parking would be the responsibility of West Sussex CC (as the highway authority) or the relevant district or borough council.

Q9: Are there planning implications for possible sites in Conservation Areas?

A: Check with the local district or borough council on that. With conservation areas, you've got to consult, particularly in urban environments for example where there are limitations on materials that can be used. Obviously the question around the charge point itself is, does that fit within the local character and rules within the conservation area? So always worth a check.



Connected Kerb

West Sussex

**Powering Up West Sussex:
Bringing EV Charging to Your community Webinar 30th July 2025**

Agenda

01

Welcome & Introduction

02

The Vision for EV in West Sussex

WSCC EV Strategy and commitment to EV Charging

03

Introduction to Connected Kerb

Who we are and what we offer
Overview of the WSCC / CK contract and what has been delivered to date

04

The ORCS Grant Opportunity

What is the ORCS grant?
Funding available for 14 community car parks
Eligibility and criteria

05

How Town & Parish Councils Can Get Involved

Q&A Session (15 mins)

Open floor for councillors to ask questions

WSSCC Commitment to EV Charging



Aims include:

- To put a sufficient charging infrastructure in place to support the vehicles predicted to be reliant on public infrastructure chargepoints.
- To ensure a renewable energy source for all chargepoints is enabled by us.

WSSCC have committed to:

- Enabling a charging infrastructure to be installed on public land and on public highways for public use focusing residents that don't have access to off-street parking
- Enabling a charging network that uses **public and community land**

Introduction to Connected Kerb

7 years old with rapid growth trajectory in UK and overseas.



Fastest growing UK charging network: 3200 public chargers installed in 12 months.



Highest rated app in UK for AC Chargepoints



c.32,000 public chargers contracted in past 12 months.



10,000 public chargers planned for installation in 2025



Voted Top 3 AC Charging network in the UK by Zap-Map Users.



Focused on Long Dwell Charging - Intelligence over charging speed with the inclusion of IoT and sensors.



Convenience, Affordability & Reliability. Designed in-house and manufactured in the UK.



Join our community

Commercial Partners



Strategic Partners



Local Government



Our Product Range

Manufactured in the UK.

PAS 1899 as standard.

Open Charge Point Protocol (OCPP 1.6 / 2.0.1) Compliant

7kW - 22kW AC smart fast charging, load management.

Innovative design for intensive use, robust, durable.

Prolonged uptime, 45-minute repair/replacement/upgrade.

Supports IoT Technologies, ultra-fast Wi-Fi, 5G, air quality, traffic & parking sensors.

Easy-to-use User Interface, with QR code, Mobile App & RFID payment, plus no need to make an account.

50kW+ DC Rapid & Ultra Rapid Charging to support short term visitors.

Gecko

On-street residential environments
Discreet – fits to post or bollard
Hardwearing and secure with double-skin



Chameleon

On-street residential environments
Discreet, low impact on street appearance
Cost effective option with dual sockets



Scarab

Wall-mounted for residential and commercial car parks
Constructed from 100% recycled plastic
High durability
Can be configured to 'talk' to other chargers



DC Rapids

Rapid & Ultra Rapid chargers DC Charging in conjunction with market leading partners.
Ideal to be placed in conjunction with our fast charging options



Lamppost

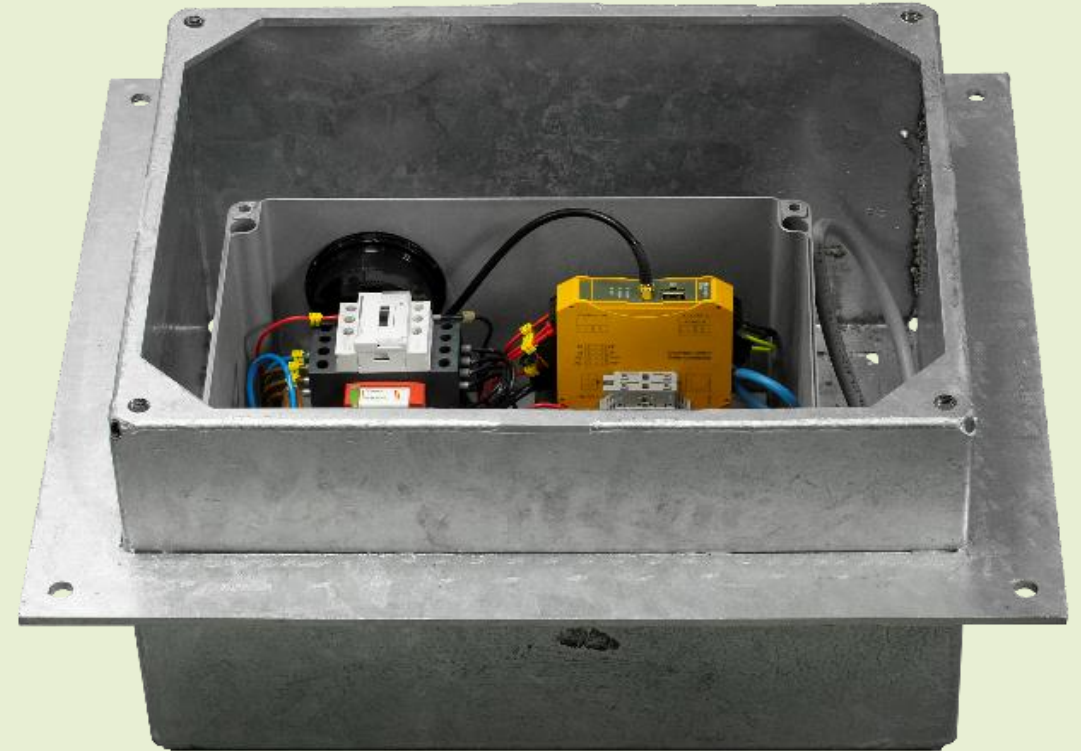
To fit within existing Street Furniture
Installed in conjunction with other fast charging solutions to maximise available power



Our Product Range

Charge-point controller, power componentry and telecoms access **(for 5G & Wi-Fi connectivity and IoT)** situated beneath the ground or wall mounted in the case of the Limpet. Able to be configured for 7kW or 22kW scenarios.

- Passive and active options for future
- Proofed deployments.
- Easy to access for repair/maintenance and upgrading.
- Self-levelling for simple installation.
- Modular build
- Geared up for introducing
- Induction/wireless charging





Gecko



Chameleon

Connected Kerb

connectedkerb.com

Contract Summary

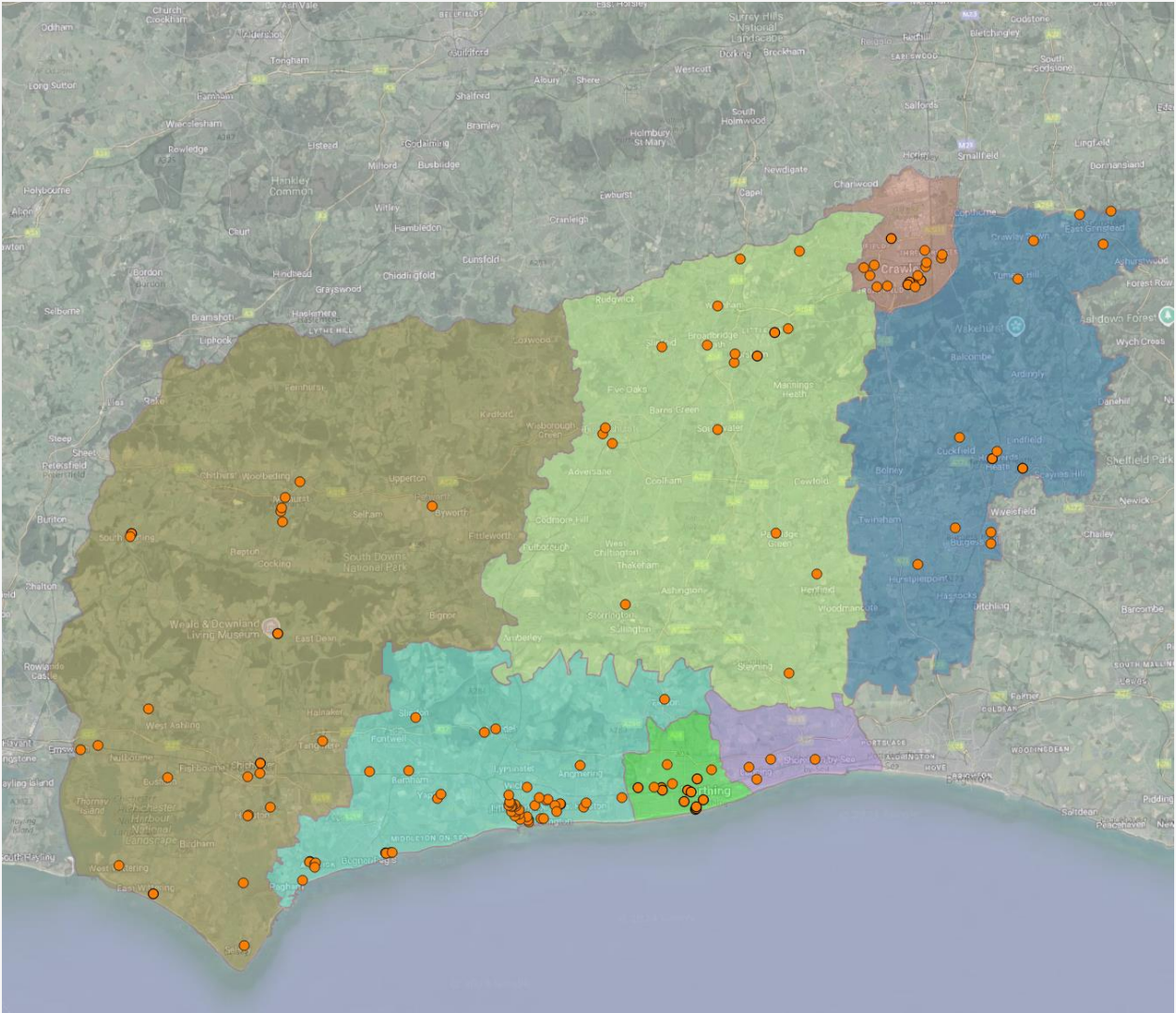
- **Procured:** Summer 2021
- **Signed:** November 2021
- **Term:** 15+5 years (11 years remaining on current term)
- **Grants Obtained:** 5 ORCS grants, £3.5m funding
- **Installations:** 1,050 by May 2025 – aiming for 700 by March 2026.
- **Contract Type:** Concession contract, CK pays for any part of the installation that isn't covered by grant funding.
- **Governance:** Monthly Operations Board, Quarterly Strategic Management Board

Any town, parish councils or village hall landowners will be able to access the contract

Other community landowners can also access the contract:

- Registered social housing providers who are not for profit organisations (housing associations, registered charities etc.),
- Community Groups,
- Churches,
- Village Halls,
- Schools
- and any other not for profit community landowners

Progress to date - Phases 1-3



The Opportunity for Parish and Town Councils

The West Sussex Chargepoint network aspires to work in partnership with all community landowners to provide a comprehensive and cohesive solution on public land

Benefits to Residents

- One joined-up solution for residents across the county
- Chargepoints are located in a broad spread of locations, not just where County or District Councils have land
- Avoid duplicated provision in an area and a wider spread of chargepoints across the county

Benefits to Community Landowners

- Chargepoints to be installed and maintained at zero cost to the organisation/landowner
- Chargepoints will be supported by a 24/7 helpline to manage user enquiries
- Landowners will receive a small return based on the number of chargepoints on their land and the use of the network

The ORCS Opportunity

About Energy Saving Trust

- We are an independent organisation working to address the climate emergency
- We provide leadership and expertise to deliver a zero-carbon society
- We work with individuals, businesses, communities and governments to save energy and reduce carbon emissions
- Established in 1992
- Offices in England, Scotland, Wales and Northern Ireland

Our transport team

- Our **Local Government Support Programme** offers advice on EV strategy, procurement and sustainable travel
- Our **Fleet Team** advises fleet managers on reducing costs and emissions
- We manage the OZEV **on-street residential chargepoint scheme** (ORCS) and **Local Electric Vehicle Infrastructure** (LEVI) scheme

Impartial

Expert

Collaborative

Innovative

Supportive

Determined

What is ORCS?

On-street **R**esidential **C**hargepoint **S**cheme

Support for local authorities in the UK to deliver EV charging infrastructure for residents without off-street parking.

Multiple funding rounds from 2016 – 2024.

Over time, proportion of match funding required increased.



Eligibility

Funding can contribute to:

- Chargepoint (CP) purchase cost
- Electrical components & DNO connection costs
- Civils, labour & hardware costs
- Parking bays/ TROs, lines & signs

**Funding available for 10+
community car parks**

Funding cannot cover:

- Non-capital costs
- Upgrade or maintenance of existing CPs
- Passive charging infrastructure
- Private CPs or CPs for taxi/
commercial vehicles

**All funding must be
claimed by end of March
2026**

Chargepoint & site criteria

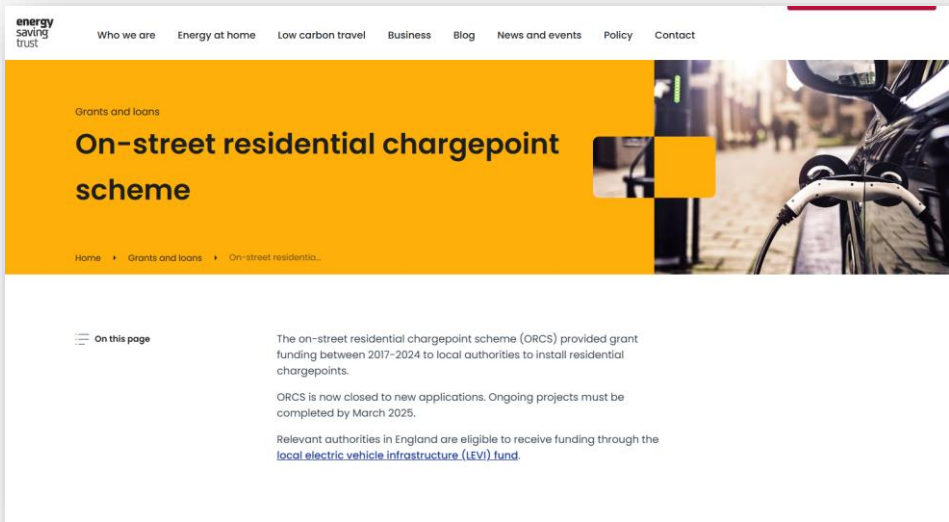
Chargepoints

- Chargepoints must be slow or standard speed (up to 22kW AC) – commonly 7kW, twin socket where possible
- Must be primarily for use by residents
- Must have dedicated bays
- Must be maintained and accessible for 7 years from installation
- Comply with relevant regulations and specifications, including the [public chargepoint regulations](#)

Car park sites

- Consider accessibility in design & location – bay widths and lighting/ CCTV
- Accessible 24/7, in or close to residential areas lacking off-street parking
- Car park should be free for residential use **at least** 6pm–8am
- If a max stay is in effect for EV bays during daytime (8am–6pm), this must be at least **4 hours**

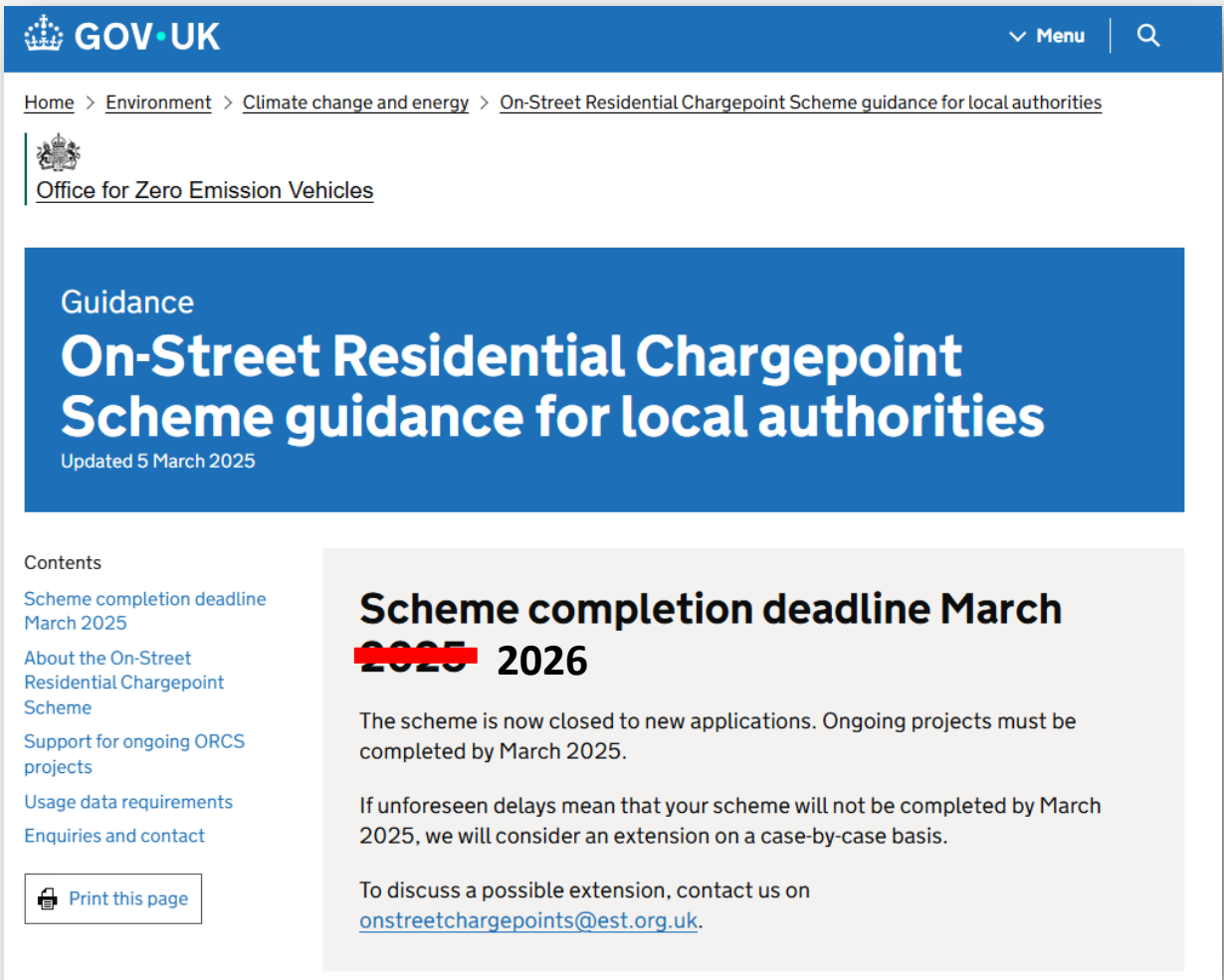
More information



<https://energysavingtrust.org.uk/grants-and-loans/on-street-residential-chargepoint-scheme/>



<https://energysavingtrust.org.uk/wp-content/uploads/2024/11/ORCS-24.25-Infopack-v4.pdf>



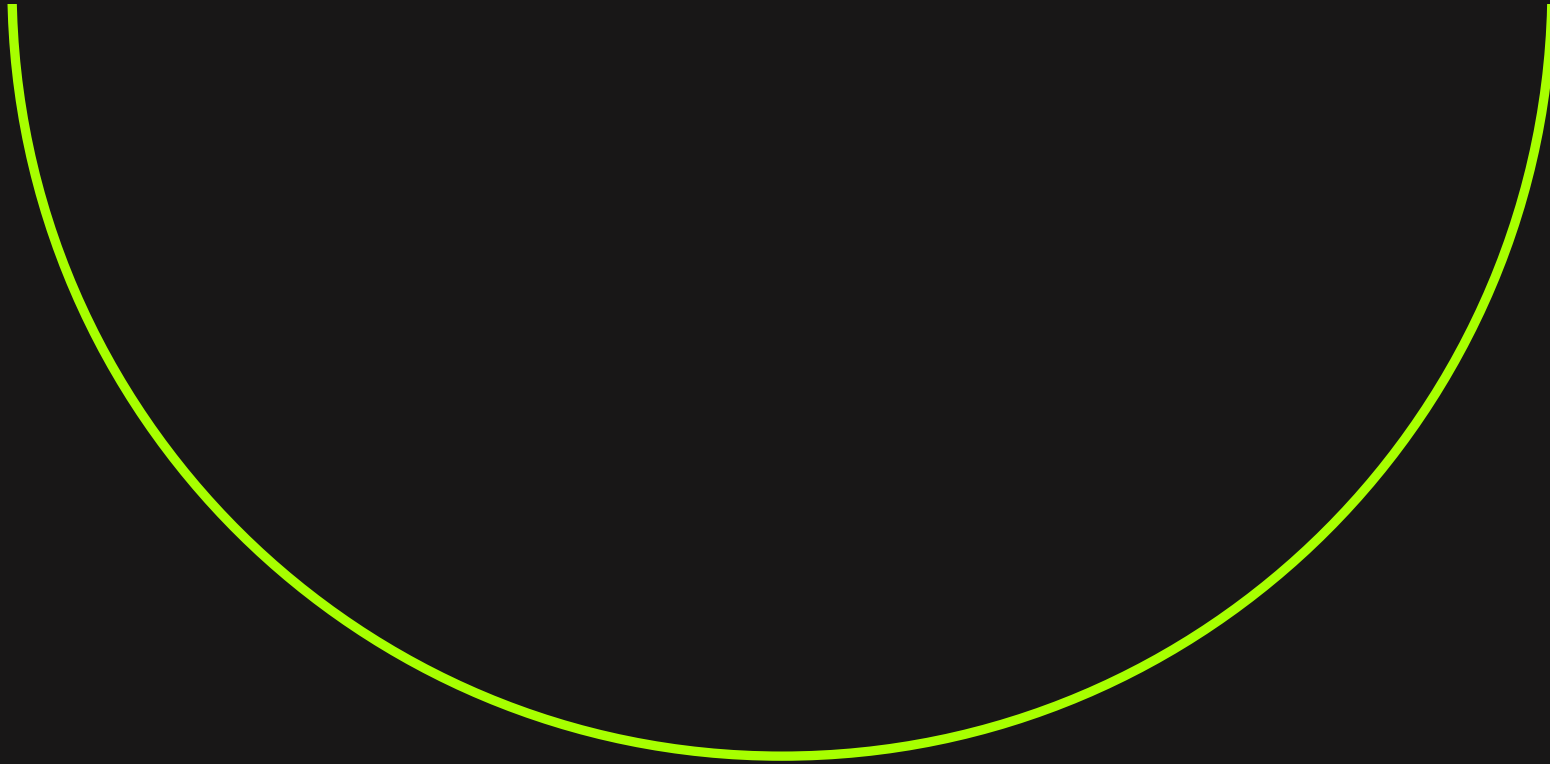
<https://www.gov.uk/government/publications/on-street-residential-chargepoint-scheme-guidance-for-local-authorities>

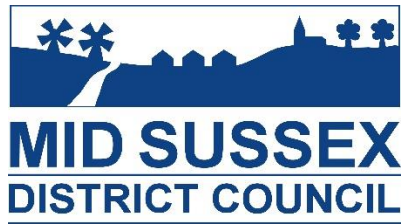
How you can get involved:

- **Check Eligibility**
Car Park with 24/7 public car park access, aligned with the ORCS requirements highlighted in the previous slides.
- **Register Interest**
Email evchargingpoints@westsussex.gov.uk and/or clientsupport@connectedkerb.com
- **Submit Site Info**
Send site address, number of charge points preferred
- **Site Assessment**
Connected Kerb conducts a site visit and feasibility study, and site is shared with EST for approval
- **Receive Offer**
Includes chargepoint plan and timeline
- **Sign Agreements**
Contract → Lease with Connected Kerb
- **Installation**
Chargepoints installed at no cost (if 24/7 access confirmed).
- **Revenue Share**
Quarterly payments from chargepoint usage.

Connected

For Good





**MID SUSSEX
DISTRICT COUNCIL**

**STATEMENT OF
PRINCIPLES**

**GAMBLING ACT 2005
(Licensing Authority Policy
Statement)**

Approved Gambling Act 2005 Licensing Authority Policy Statement
to take effect from
1st January 2026 for 3 years.

All references to the Guidance refer to the Gambling Commission's
Guidance to Local Authorities published April 2021

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1. Introduction

- 1.1. Under section 349 of the Gambling Act 2005 (the Act) the Council is required to publish a statement of Licensing Policy which it proposes to apply when exercising its functions under the Act. The form of the policy is set out in The Gambling Act 2005 (Licensing Authority Policy Statement) (England and Wales) Regulations 2006. The Gambling Commission's Guidance to licensing authorities published on 1 April 2021 (Commission's Guidance) contains further detail on the form of the Council's statement of principles.
- 1.2. Gambling is a legitimate regulated activity that is enjoyed by a large number of the population. However, there are a number of people within our society who are at risk to gambling related harm. the Council, as the Licensing Authority under the Act, has a duty to consider applications relating to allowing gambling facilities within the District to ensure that they meet the fundamental principles of the Act. In doing so the authority must balance the needs of business to profit and grow with the potential impact on those who are vulnerable to being exploited or susceptible to gambling related harm.
- 1.3. The Council's Policy is intended to promote the three licensing objectives set out in the Act. These objectives are:
 - Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
 - Ensuring that gambling is conducted in a fair and open way;
 - Protecting children and other vulnerable persons from being harmed or exploited by gambling.

The Council has a duty to pursue the licensing objectives, and we expect gambling business to deliver them.
- 1.4. The Act requires that the following people and bodies be consulted in the revision of the statement:
 - The Chief Officer of Police.
 - People and bodies representing the interests of persons in gambling businesses in the area.
 - People and bodies who represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Act.
- 1.5. A list of those consulted on the revision of the statement of principles is attached at Appendix 2. In producing the final policy statement, it has had regard to:
 - the licensing objectives in the Act
 - the guidance issued by the Commission
 - any responses from those consulted on its policy statement
- 1.6. It should be noted that this policy statement will not override the right of any person to make an application, or to make representations about an application, or to apply for a review of a licence, as each will be considered on its own merits and in accordance with the statutory requirements of the Act.

2. Mid Sussex District Council Geographical Area

- 2.1. Mid Sussex District Council is located within the County of West Sussex. It is a relatively prosperous area whose residents are generally well qualified. The age demographics point to an increasingly ageing population. More than half the area

is designated as an Area of Outstanding Natural Beauty. It lies on the eastern edge of the county and shares boundaries with East Sussex to the east, Surrey to the north and Brighton and Hove and the South Downs National Park to the south. Mid Sussex covers an area of 128 square miles and includes the three main towns of East Grinstead, Burgess Hill and Haywards Heath. There are some 25 villages and many small hamlets in a predominantly rural area outside of the main towns. The District has a population of approximately 155,000. Sixty percent of the population lives in the three main towns with the remaining 40% living in the smaller villages and rural areas.

- 2.2. Mid Sussex is a safe place to live and work and is kept so by the Mid Sussex community and agencies such as the Council and Police working together. Since 1998 there has been a legal duty on agencies to work together with the community to reduce crime and anti-social behaviour. The Mid Sussex Partnership acts as the formal coordinating group to ensure that Mid Sussex meets this legal duty.

3. Licensing Objectives Declaration

- 3.1. In reviewing this Policy, this Licensing Authority declares that it has had regard to the licensing objectives of the Gambling Act 2005, the Guidance to Licensing Authorities issued by the Gambling Commission, and any responses from those consulted on the statement.

4. Responsible Authorities

- 4.1. The Council is required by regulations to state the principles it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm.

The principles are:

- the need for the body to be responsible for an area covering the whole of the Council's area; and
 - the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.
- 4.2. In common with its practice under the Licensing Act 2003, the Council designates the West Sussex Children Safeguarding Board to advise on the protection of children from harm. The Responsible Authorities are therefore:
- The Council's Licensing Service (as Licensing Authority)
 - The Gambling Commission
 - Sussex Police
 - West Sussex County Council Fire and Rescue Service
 - The Council's Planning and Sustainable Economy Service (as Planning Authority)
 - The Council's Environmental Protection Team (as the authority minimising or preventing the risk of environmental pollution and/or harm to human health)
 - West Sussex Children Safeguarding Board
 - H.M. Revenue and Customs
- 4.3. The Secretary of State has not, as yet, prescribed any further Responsible Authorities. The contact details of all the Responsible Authorities under the Act are listed in the Supplementary Guidance to this document.

5. Interested parties

- 5.1. Interested parties can make representations about licence applications or apply for a review of an existing licence. These parties are defined in s158 of the Act as follows: For the purposes of this Part a person is an interested party in relation to a premises licence or in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the applications is made, the person-
- lives sufficiently close to the premises to be likely to be affected by the authorised activities,
 - has business interests that might be affected by the authorised activities, or
 - represents persons who satisfy paragraph (a) or (b)
- 5.2. When determining whether a person is an interested party for the purposes of the Act, we will not apply rigid rules but will apply the principle that 'each case will be decided upon its merits'.
- 5.3. In considering whether a person lives sufficiently close to a premises to be considered to be an interested party the following matters will be taken into account:
- The size of the premises
 - The nature of the premises
 - The distance of the premises from the habitual residence or workplace of the person making the representation
 - The potential impact of the premises (numbers of customers, routes likely to be taken by those visiting the premises)
 - The circumstances of the person and nature of their interests, which may be relevant to the distance from the premises
- 5.4. In determining whether a person or organisation "has business interests" we will adopt the widest possible interpretation and include residents' and tenants' associations, trade associations, trades unions, partnerships, charities, faith groups and medical practices, as appropriate.
- 5.5. The Council will regard bodies such as trade associations, trade unions, residents' and tenants' associations, and professional advisors such as solicitors, barristers and consultants, as capable of representing interested parties where they are satisfied that the interested party has asked for representation. We will only regard representative bodies as interested parties in their own right if they have a member who can be classed as an interested person under the terms of the Act.
- 5.6. In principle, the Council will allow any person to represent an interested party, but it may seek to have it confirmed that the person genuinely represents the interested party. We will generally require evidence that a person/body (e.g. an advocate or relative) 'represents' someone. If persons representing interested parties are Councillors, Members of Parliament or Members of the European Parliament, then no specific evidence of being asked to represent an interested person will be required as long as they represent the area likely to be affected.
- 5.7. If individuals wish to approach Councillors to ask them to represent their views, then those Councillors shall not sit on a Licensing Sub-Committee that meets to determine the licence application. If there are any doubts, then either interested parties or Councillors should contact the Licensing Team for advice.

6. Gambling Risk Assessments

- 6.1. The Gambling Commission (the Commission) introduced new provisions in its social responsibility code within the Licence Conditions and Codes of Practice (LCCP), which require gambling operators to assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and to have policies, procedures and control measures to mitigate those risks. The risk assessment requirement is intended to provide a well evidenced and transparent approach to considering and implementing measures to address the risks associated with gambling.
- 6.2. The introduction of new provisions in the social responsibility code within the LCCP encourages local authorities, the Commission and the industry to work in partnership to address local issues and concerns. Gambling operators are required to undertake a risk assessment for all their licensed premises. Operators must also undertake a review of those assessments when certain triggers are met.
- 6.3. This local risk assessment process is not the same as other forms of risk assessment undertaken by gambling operators, such as Health and Safety at Work, Fire Safety and Food Hygiene, etc. These local risk assessments are specific to the potential harm that gambling premises can have on one or more of the licensing objectives under the Act. They are specific to the premises, the local area and the local community.

7. Exchange of Information

- 7.1. The Council will act in accordance with the provisions of Section 350 of the Act in its exchange of information with the Gambling Commission; this includes a provision that the Data Protection Act 1998 will not be contravened. We will also have regard to Guidance issued by the Gambling Commission to local authorities on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Act.
- 7.2. Licensing authorities are required to include in their statements the principles to be applied by the authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between it and the Gambling Commission, and the functions under section 350 of the Act with respect to the exchange of information between it and the other interested persons and bodies listed in Schedule 6 to the Act. The principle that this Licensing Authority applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened. The Licensing Authority will also have regard to any Guidance issued by the Gambling Commission to local authorities on this matter when it is published, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005. Should any protocols be established as regards information exchange with other bodies then they will be made available.

8. Enforcement

- 8.1. The principles to be applied by the Council in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified, are stated below.

- 8.2. The Council will operate within the principles of natural justice and take into account the Human Rights Act 1998. We will have regard to Commission Guidance and will endeavour to avoid unnecessary duplication with other regulatory regimes as far as possible and to be:
- Proportionate: only intervening when necessary: Remedies will be appropriate to the risk posed, and costs identified and minimised;
 - Accountable: able to justify its decisions, and be subject to public scrutiny;
 - Consistent: implementing rules and standards fairly in a joined-up way;
 - Transparent: open, and keep conditions placed on premises licences simple and user friendly; and
 - Targeted: focusing on the problems and aiming to minimise the side effects.
- 8.3. The main enforcement and compliance role for the Council is to ensure compliance with the premises licences and other permissions which it grants itself. The Gambling Commission will be the enforcement body for operating licences and personal licences. Similarly, concerns about manufacture, supply or repair of gaming machines will not be dealt with by us, but we will be alert to the way premises are operated and will notify the Gambling Commission if it becomes aware of matters of concern in the operation of the premises.

This Licensing Authority has adopted and implemented a risk-based inspection programme, based on:

- The licensing objectives
- Relevant codes of practice
- Guidance issued by the Gambling Commission, in particular at Part 36
- The principles set out in this statement of licensing policy

The main enforcement and compliance role for this Licensing Authority in terms of the Gambling Act 2005 will be to ensure compliance with premises licences and other permissions which it authorises. The Gambling Commission will be the enforcement body for operating and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines will not be dealt with by the Licensing Authority but will be notified to the Gambling Commission

- 8.4. Our Enforcement Policy is available upon request to the Licensing team.

9. Licensing Authority's functions

- 9.1. Licensing authorities are required under the Act to:
- Be responsible for the licensing of premises where gambling activities are to take place by issuing Premises Licences
 - Issue Provisional Statements
 - Regulate members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
 - Issue Club Machine Permits to Commercial Clubs
 - Grant permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres
 - Receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines
 - Issue Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the

Licensing Act 2003, where there are more than two machines

- Register small society lotteries below the prescribed thresholds
- Issue Prize Gaming Permits
- Receive and endorse Temporary Use Notices
- Receive Occasional Use Notices for betting at tracks
- Provide information to the Gambling Commission regarding details of licences, permits and other permissions issued (see section above on 'information exchange')
- Maintain registers of the permits and licences that are issued under these functions

- 9.2. The licensing of remote gambling is the sole responsibility of the Gambling Commission via operating licences. It should be noted that local licensing authorities are not involved in licensing remote gambling. This will fall to the Gambling Commission via operating licences

10. Duplication with other regulatory regimes

- 10.1. The Council will seek to avoid any duplication with other statutory and regulatory systems where possible, including planning. The Licensing Authority will not consider whether an application for a premises licence, permit or other permission is for a premise that has been or is likely to be awarded planning permission or building regulations approval, in its own consideration of it. Nor will it regard the granting of a licence, permit or permission as fettering the Council's ability to consider planning applications independently on their planning merits.

11. Table Of Delegation of Licensing Functions

| Matter to be Dealt with | Full Council | Full Licensing committee | Licensing sub-Committee | Officers |
|---|---------------------|---------------------------------|--|--|
| Three-year licensing policy | x | | | |
| Policy not to permit casinos | x | | | |
| Application for premises licenses | | | Where representations have been received and not withdrawn | Where no representations received/representation have been withdrawn |
| Application for a variation to a licence | | | Where representations have been received and not withdrawn | Where no representations received/representation have been withdrawn |
| Application for a transfer of a licence | | | Where representations have been received from the Commission | Where no representations received from the Commission |
| Application for a provisional statement | | | Where representations have been received and not withdrawn | Where no representations received/representation have been withdrawn |
| Review of a premises licence | | | x | |
| Application for club gaming/club machine permits | | | Where representations have been received and not withdrawn | Where no representations received/representation have been withdrawn |
| Cancellation of club gaming/club machine permits | | | x | |
| Applications for other permits | | | | x |
| Cancellation of licensed premises gaming machine permits | | | | x |
| Consideration of temporary use notice | | | | x |
| Decision to give a counter notice to a temporary use notice | | | x | |

12. Policies supporting each of the licensing objectives

12.1. As mentioned above the Act contains three licensing objectives (page1) which underpin the functions of the licensing authority. These objectives are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime,
- Ensuring that gambling is conducted in a fair and open way,
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

12.2. Section 153 of the Act states that in exercising its functions under the Act the licensing authority shall aim to permit gambling in so far as it thinks it is: in accordance with the Commission's codes and guidance to local authorities; reasonably consistent with the licensing objectives and in accordance with the licensing authority's statement of principles. The authority intends to assist applicants, responsible authorities and interested parties by detailing the criteria that it will consider as being reasonably consistent with each of the objectives when considering applications.

12.3. The Council will continue to review this Statement and will revise it further as appropriate in response to changing circumstances.

13. Policy Objective 1 - Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.

Policy Objective 1

To prevent gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime, the Licensing Authority will apply the following criteria and take into account the following considerations, where relevant, in determining applications and reviews:

- a) Whether the premises make or will make a contribution to the levels of crime and disorder and whether the applicant has demonstrated that he has, or intends to, implement sufficient controls to prevent the premises being a source of, and/or associated with crime or disorder, or being used to support crime, if the application is granted.
- b) Where an area is known for high levels of crime the Council will consider carefully whether gambling premises are suitable to be located there, and whether additional conditions may be necessary, such as the provision of CCTV, minimum levels of staffing and licensed door supervisors.
- c) Whether there is a history of crime or disorder associated with the premises or its use by those involved in crime to associate or dispose of the proceeds of crime.
- d) Whilst issues of nuisance are not included specifically in the gambling objectives, the Council may consider, when making decisions on the applications for premises licenses, that extreme instances of public nuisance and persistent public nuisance may constitute disorder and criminal offences.
- e) Whether the layout, lighting and fitting out of the premises have been designed so as to minimise conflict and opportunities for crime and disorder.
- f) Whether sufficient management measures are proposed or are in place to prevent the premises being a source of, or associated with crime or disorder, or used to support crime either as a place of association or to avoid apprehension.

- 13.1. Applicants for premises licences will have to hold an operator's licence from the Commission (except occupiers of tracks who do not propose to offer gambling themselves). Generally, the licensing authority will not (unless evidence to the contrary comes to light) have to ascertain if the applicant is suitable to hold a premises licence. The licensing authority will have to be satisfied that the premises will not adversely affect the licensing objectives and is compliant with the Commission's Guidance, codes or practice and this statement of principles.
- 13.2. The Council will expect the applicant to have a good understanding of the local area in which they either operate, or intend to operate, a gambling premises. The applicant will have to provide evidence that they meet the criteria set out in this policy and demonstrate that in operating the premises they will promote this objective. Operators need to be aware of how the operation of their premises may impact on this objective. We will expect the applicants to provide details as to their crime prevention measures and any risk assessments that they have carried out. The operator must meet the Commission's requirements to obtain and hold an operator's licence, whilst the Licensing Authority's concerns are focused on the premises and how the operation of the premises will affect the licensing objectives.
14. **Policy Objective 2 - Ensuring that gambling is conducted in a fair and open way.**

Policy Objective 2

To ensure that gambling is conducted in a fair and open way, the Licensing Authority will apply the following criteria and take into account the following considerations, where relevant, in determining applications and reviews:

- a) Whether the premises will operate with such measures that will ensure that the gambling activity is conducted in a fair and open way.
- b) Whether the layout, lighting and fitting out of the premises have been designed so as to ensure gambling is conducted in a fair and open way.
- c) Whether sufficient management measures are proposed or are in place to ensure that gambling is conducted in a fair and open way.
- d) Whether the management and operation of the premises is open and transparent.
- e) Whether the operators of the premises have been or will be fully cooperative with enforcement agencies.
- f) Whether the Commissions Codes of Practice have been complied with

- 14.1. The Gambling Commission is the body primarily concerned with ensuring that each operator conducts gambling activities in a fair and open way. The Licensing Authority will consider each application on its own merits and will look closely at applications for types of premises that can be run by an operator where there is no requirement to hold an operator's licence. Track owners do not necessarily require an operator's licence and any application made by such an unlicensed operator will be scrutinised to ensure that this objective is met. In these circumstances, the applicant would be expected to address how they intend to ensure that gambling will be conducted fairly and openly. The Licensing Authority may wish to impose conditions to ensure that the environment in which betting takes place is suitable.

15. Policy Objective 3 - Protecting children and other vulnerable persons from being harmed or exploited by gambling.

Policy Objective 3

To protect children and other vulnerable persons from being harmed or exploited by gambling, the Licensing Authority will apply the following criteria and take into account the following considerations, where relevant, in determining applications and reviews.

- a) Whether there are appropriate measures in place to protect children and other vulnerable persons from being harmed or exploited by gambling.
- b) Has the operator a specific training programme for staff to ensure that they are able to identify children and vulnerable people and take appropriate action to promote this objective to exclude them from the premises or parts of the premises.
- c) If the premise is an adult only environment has the operator taken effective measures to implement an appropriate proof of age scheme to ensure that no one under the age of 18 is admitted to the premises or restricted areas.
- d) Whether the layout, lighting and fitting out of the premises have been designed so as to not attract children and other vulnerable persons who might be harmed or exploited by gambling.
- e) Whether sufficient management measures are proposed or are in place to protect children and other vulnerable persons from being harmed or exploited by gambling.
- f) Whether any promotional material associated with the premises could encourage the use of the premises by children or young people.

15.1. The Licensing Authority will expect applicants to consider the measures necessary to promote the licensing objective of protecting children and other vulnerable persons from being harmed or exploited by gambling. The location of the premises may be a significant factor if for example the premises are located near a school, hostel or other sensitive premises. Other policies specifically deal with location although the applicant will have to demonstrate that there are suitable control measures to promote this objective.

15.2. Persons under 18 cannot be admitted to many types of gambling premises. It is noted that the Act and Commission Guidance does not define the term vulnerable persons. The Commission states that “it will for regulatory purposes assume that this group includes people who gamble more than they want to; people who gamble beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs”. This is the definition of vulnerable persons the Council will use in its consideration of applications.

16. Premises Licences

16.1. Any person or business that wishes to offer gambling for which an operating licence from the Gambling Commission is required, and which is premises based, must apply to the Licensing Authority for a premises licence.

16.2. Premises licences can authorise the provision of facilities on:

- casino premises

- bingo premises
- betting premises including tracks and premises used by betting intermediaries
- adult gaming centre premises
- family entertainment centre premises

16.3. For each premises type the Act makes it clear that the primary activity should be that described in the premises licence type. It is the Council's opinion that all gambling premises, whether subject to application or currently licensed, must operate primarily in the use of the licence type applied for or issued.

16.4. A premises licence issued by us will be subject to mandatory and/or default conditions and conditions imposed by the Council. the Council may consider that conditions, other than the mandatory or default conditions, are necessary to ensure that the premises are reasonably consistent with the licensing objectives, the Commission's codes of practice and/or local authority guidance, and this statement of principles.

16.5. Under the Gambling Commission's Licence Conditions and Codes of Practice (LCCP) there is a requirement for licensees to assess the local risks to the licensing objectives posed by the provision of gambling facilities at their premises. Social Responsibility code (SR) 10.1.1:

1. Licensees must assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises and have policies procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in the licensing authority's statement of licensing policy.
2. Licensees must review and update as necessary their local risk assessments:
 - a) To take account of significant changes in local circumstances including those identified in a licensing authority's statement of licensing policy
 - b) When there are significant changes at a licensed premises that may affect their mitigation of local risks
 - c) When applying for a variation of a premises licence
 - d) In any case undertake a local risk assessment when applying for a new premises licence

16.6. The Council will expect each local risk assessment to consider:

- Whether the premises are in an area subject to high levels of crime and or disorder
- Nearby gambling, drug, alcohol or mental health support facility
- Other gambling premises in the vicinity
- The location and proximity of services for children such as schools, colleges, playgrounds, youth clubs, leisure/community centres, cafes, coffee shops, bus stops and other areas where children will gather
- The location and proximity of services for vulnerable people such as health centres, drop-in centres, alcohol/drug dependency units, self-help groups, GP surgery
- The demographics of the area in relation to the type and size vulnerable groups
- Location and proximity of banks and cash dispensing machines

- Location and proximity of alcohol licensed premises and information
- Information held by the gambling licensee regarding customer refusals linked to alcohol consumption
- The demographics of the area in relation to vulnerable groups
- Whether the premises is in an area subject to high levels of crime and/or disorder
- Known problems in the area such as problems arising from street drinkers, youths participating, in anti-social behaviour, drug dealing
- How vulnerable people, including people with gambling dependencies are protected
- Information held by the gambling licensee regarding self-exclusions and incidences of underage gambling
- Proximity of gaming machines to the entrance door of the premises.
- Consideration of the line of sight from the counter to gaming machines within the premises
- Gaming trends that may mirror days for financial payments such as pay days or benefit payments

16.7. The assessment should include the following matters relating to the management and governance of the site:

- The training of staff to intervene when customers show signs of excessive gambling, the ability of staff to offer intervention and how the staffing of premises affects this
- Details of the location and coverage of CCTV cameras and how the system will be monitored
- The layout of the premises so that staff will have an unobstructed view of persons using the premises
- The number of staff available on the premises at any one time. If at any time that number drops to one confirm the supervisory and monitoring arrangements
- Arrangements for dealing with monitoring under age and vulnerable persons. These may include - dedicated and trained personnel, leaflets, posters, self-exclusion schemes, window displays, and advertisements not to entice passers-by
- Where the application is for a Betting Premises Licence, other than in respect of a track, the location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the licence

16.8. This information will be used during the process to determine the application.

16.9. We will expect operators to share risk assessments with us when applying for a new premises licence or a variation to an existing one. We will also expect operators to share information and data with us about self-exclusions and underage attempts to gamble.

16.10. This Policy does not preclude any application being made and each application will be decided on its merits, with the onus being upon the applicant to show how any concerns can be overcome.

17.Primary Gambling Activity

- 17.1. The primary activity of each premises licence type is specified on the premises licence when it is issued. Section 150 of the Gambling Act 2005 authorises the provision of gambling facilities for the following types of premises licences:
- casino premises
 - bingo premises
 - betting premises, including tracks and premises used by betting intermediaries
 - adult gaming centre premises (for category C and D machines)
 - family entertainment centre premises (for category C and D machines) (note that, separate to this category, the licensing authority may issue family entertainment centre gaming machine permits, which authorise the use of category D machines only)

(See Appendix 1 for definitions of categories of gaming machines)

- 17.2. In betting premises, the primary activity will be betting, with gaming machines as an ancillary offer on the premises. The Commission have provided information relating to the primary gambling activity in Local Authority Guidance, Licence Conditions and Codes of Practice and advice notes. It should be noted that the Act does not permit a premises to be licensed for more than one gambling activity.
- 17.3. The Council will take decisions in accordance with the Commission's guidance and codes of practice on primary gambling activity and will have regard to the advice which it issues from time to time and will expect applicants to operate premises in line with the Commission's Guidance and conditions on their operator's licence. We will monitor the operation of premises and report any potential breach of operating licence conditions to the Commission. Applications for new premises licences, or to vary an existing licence, will be expected to be clear that the premises are intended to be used for the primary gambling activity proposed. The Licensing Authority will expect there to be sufficient facilities for over the counter betting. For example, a betting (other) premises licence application that only has 4 gaming machines, but no betting counter or associated betting facilities shown on the proposed plans, will not be considered as offering the primary gambling activity in accordance with that indicated on the application.

18. Conditions

- 18.1. The majority of premises licences will have mandatory and/or default conditions attached to the licence. These conditions are detailed in the Gambling Act 2005 (Mandatory and Default Conditions) Regulations 2007.
- 18.2. The Licensing Authority can attach conditions to any licence if it believes that the imposition of conditions will ensure that the premises promotes the licensing objectives. Any conditions attached to a licence will be:
- relevant to the need to make the proposed building suitable as a gambling facility;
 - directly related to the premises and the type of licence applied for;
 - related to the scale and type of premises; and
 - reasonable in all respects.
- 18.3. Certain matters are set out in the Act may not be the subject of conditions. These are:

- conditions which make it impossible to comply with an operating licence
- conditions as to gaming machines that contradict the provisions in the Act
- conditions making activities, premises or parts of them operate as a membership club
- conditions on fees, winnings, stakes or prizes

18.4. Conditions will be attached to individual licences on the basis of their merits. However, there will be a number of measures the Council will commonly consider utilising in order to pursue the licensing objectives. These may include measures such as: the supervision of entrances; separation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in premises not specifically for adult gambling; appropriate signage for adult only areas, etc. the Council will expect the applicant to propose how the licensing objectives can be met effectively through the use of conditions.

19. Buildings divided into more than one premises

19.1. Part 7 of the Commissions Guidance states that a building can, in principle, be divided into more than one premises, and subject to more than one premises licence provided they are for different parts of the building, and the different parts of the building can be reasonably regarded as being different premises. An example is given of the units within a shopping mall, where each unit is a separate self-contained premises that is contained within one building. It is also possible for licensed premises to be located next to each other. the Council will follow this guidance.

19.2. Whether different parts of a building can be reasonably regarded as different premises will depend on the circumstances of the individual building and how any division is proposed. To agree to accept applications to grant or vary a licence for a building which has been divided, the Council will need to be satisfied that the different premises are genuinely separate premises, and not an artificially created part of what is readily identifiable as a single premises.

19.3. In considering whether different areas of a building are genuinely separate premises the Council will take into account factors which will include: whether there are separate registrations for business rates in place for the premises, whether the premises are owned or operated by the same person, and whether the premises are operated independently of each other.

20. Separation of premises within a single building

20.1. When considering proposals to divide a building into genuinely separate premises the Council will also need to be satisfied that the form of separation between the premises is appropriate.

20.2. The separation between one premises and another must be clearly defined. Any barrier used to separate one premises from another must be permanent and constructed so the public cannot go from one premises to another. We would not, for example, be likely to consider that separation of areas of a building by ropes, or by low level, or moveable partitions to be appropriate.

20.3. It may be acceptable for staff working in adjacent premises to have access through barriers between premises to enable them access one premises from the other. The applicant must demonstrate that in providing this staff access there are suitable control measures in place that will ensure the safety and security of staff

and that will effectively prevent the public from using the same access point to enter the other premises.

21. Access to premises

- 21.1. The Gambling Act 2005 (Mandatory and Default Conditions) Regulations 2007 restrict access to different types of licensed gambling premises. In considering proposals to divide a building into different premises the Council will have to be satisfied that proposals to divide buildings are compatible with the mandatory conditions which relate to access between premises.
- 21.2. The relevant provisions of the regulations relating to access are set out in paragraph 7.23 of the Commission's Guidance. In a number of types of licensed premises provisions on access that prevent customers from being able to enter the premises directly from other licensed premises.
- 21.3. The Commission Guidance at paragraph 7.25 states "There is no definition of 'direct access' in the Act or regulations. However, it could be said that there should be an area separating the premises concerned (for example a street or café), which the public go to for purposes other than gambling, for there to be shown to be no direct access."
- 21.4. It is the Council's opinion that any area which separates licensed premises, and from which those premises can be accessed, must be genuinely separate premises which are habitually and actually used by members of the public other than those using the licensed premises.
- 21.5. The Council does not consider that provisions which prohibit direct access between licensed premises are satisfied where licensed premises are separated by an area created artificially within a building principally for members of the public attending the licensed premises, irrespective of whether this area is unlicensed or provides non-gambling facilities, for example refreshments or ATMs,
- 21.6. Where the Council is satisfied that a building can be divided into separate premises and properly satisfy the statutory provisions, the Council will expect applicants to ensure that:
- premises are configured so that children are not invited to participate in, have accidental access to, or closely observe gambling to which they are prohibited from taking part,
 - entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not 'drift' into a gambling area. In this context it should be possible to access the premises without going through another licensed premises or premises with a permit.
 - Customers should be able to participate in the activity named on the premises licence.

This is not an exhaustive list and the Council will consider other aspects based on the merits of the application.

22. Casinos

- 22.1. No Casinos resolution - The licensing authority has not passed a 'no casino' resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should the licensing authority decide in the future to pass such a

resolution, it will update this policy statement with details of that resolution. It should be noted that we are not an authority that has been granted permission by the government to issue a casino licence. We are not a district that the Government has selected to have a casino.

23. Bingo

- 23.1. This policy applies to applications for a bingo premises licence. Bingo has its ordinary and natural meaning and includes any version of the game irrespective of by what name it is described. A holder of a bingo premises licence will be able to offer bingo in all its forms.
- 23.2. The holder of a bingo premises licence may make available for use, [up to a maximum of 20% of the machine estate available for use on the premises of category B machines \(restricted to sub-category B3 or B4 machines\) and any number of category C or D machines.](#)
- 23.3. Children and young persons are permitted in bingo premises, but may not participate in the bingo. If any category B or C machines are made available for use, these must be separated from areas where children and young people are allowed.

(See Appendix 1 for definitions of categories of gaming machines)

- 23.4. In determining whether the application meets the criteria set in Policy Objective 1,2,3 consideration will be given to appropriate measures/licensing conditions to address the matters listed below:
- Proof of age schemes
 - CCTV
 - Entry control system
 - Supervision of entrances/ machine areas
 - Physical separation of areas
 - Location of entry
 - Notices/ signage
 - Specific opening hours
 - Self-barring schemes
 - Provision of information leaflets / helpline numbers for organisations such as GamCare

This list is not exhaustive, and is merely indicative of examples of measures the Council will expect applicants to offer their own measures to meet the licensing objectives.

24. Betting (Other)

- 24.1. This policy applies to applications for off-course betting premises. This is betting that takes place other than at a track, typically in a betting shop, and includes an entitlement to operate up to four gaming machines of category B2, B3, B4, C or D, and any number of betting machines.
- 24.2. In determining whether the application meets the criteria set in Policy Objective 1,2,3 consideration will be given to appropriate measures/licensing conditions to address the matters listed below:
- Proof of age schemes

- CCTV
- Entry control system
- Supervision of entrances/ machine areas
- Physical separation of areas
- Location of entry
- Notices/ signage
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare

This list is not exhaustive, and is merely indicative of examples of measures the Council will expect applicants to offer their own measures to meet the licensing objectives.

25. Betting Tracks including other sporting venues

25.1. Under section 353 of the Act, “tracks” includes premises where a race or other sporting event takes place or is intended to take place. These may be subject to one or more than one premises licence, provided each licence relates to a specified area of the “track”. The Commission Guidance, identifies that operators of track betting premises will not necessarily hold an operator’s licence issued by the Commission. the Council will have particular regard to proposals and measures to ensure that the environment in which betting takes place is suitable for betting and that betting is conducted in a fair and open way.

25.2. We will consider the impact upon the objective of protection of children and vulnerable persons, the need to ensure that entrances to each type of licensed premises within the sporting venue are distinct and that children are excluded from gambling areas where they are not permitted to enter. The possibility of multiple licences at tracks is noted in Part 20 of the Commission Guidance. the Council will expect the applicant for a premises licence to demonstrate suitable measures to ensure that children do not have access to adult- only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog- racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided. (Children and young persons are not prohibited from playing category D machines on a track.)

25.3. In determining whether the application meets the criteria set in Policy Objective 1,2,3 consideration will be given to appropriate measures/licensing conditions to address the matters listed below:

- Proof of age schemes
- CCTV
- Entry control system
- Supervision of entrances/ machine areas
- Physical separation of areas
- Location of entry
- Notices/ signage
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets/ helpline numbers for organisations such as GamCare

This list is not exhaustive and is merely indicative of examples of measures the Council will expect applicants to offer their own measures to meet the licensing objectives.

- 25.4. Track betting operators must be able to demonstrate their adoption of socially responsible gambling policies and procedures. Such policies and procedures must ensure that the track betting activities promote the licensing objectives of ensuring that gambling is conducted in a fair and open way and children and other vulnerable people are not harmed or exploited by gambling.
- 25.5. The Council will consider the location of gaming machines at tracks, and applicants for track premises licences will need to demonstrate that, where the applicant holds or seeks a pool betting operating licence and is going to use his entitlement to four gaming machines, these machines are located in areas from which children are excluded. The applicant will be required to provide information as to what measures it will put in place around the gaming machines to ensure that children are excluded.
- 25.6. The Council will expect applicants to include detailed plans for the race track itself and the area that will be used for temporary “on-course” betting facilities (often known as the “betting ring”), pool betting, as well as any other proposed gambling facilities. Plans should make clear what is being sought for authorisation under the track betting premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence. Any such plans must also contain the information prescribed by Regulations.
- 25.7. The Council concurs with the Commission’s view that it would be preferable for all self-contained premises operated by off-course betting operators to be the subject of separate premises licences, to ensure that there is clarity between the respective responsibilities of the track operator and the off-course betting operator running a self-contained unit on the premises.

26. Adult Gaming Centres

- 26.1. Adult gaming centres (AGCs) premises licences allow the holder of the licence to make gaming machines available for use on the premises. Persons operating an AGC must hold a gaming machines general operating licence from the Commission and must seek a premises licence from the licensing authority. They will be able to make up to 4 category B3 or B4 gaming machines, and an unlimited number of category C or D gaming machines available to their customers. Gaming machines are a form of gambling which is attractive to children and AGCs will contain machines of a similar format to the Category D machines on which children are allowed to play. However, no-one under the age of 18 is permitted to enter an AGC and applicants must be aware of the location of and entry to AGCs to minimise the opportunities for children to gain access.
- 26.2. Because gaming machines provides opportunities for solitary play and immediate payouts, they are more likely to engender repetitive and excessive play. the Council in considering premises licences and will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds are not attracted to, or gain access to, the premises.

26.3. In determining whether the application meets the criteria set in Policy Objective 1,2,3 consideration will be given to appropriate measures/licensing conditions to address the matters listed below:

- Proof of age schemes
- CCTV
- Entry control system
- Supervision of entrances/ machine areas
- Physical separation of areas
- Location of entry
- Notices/ signage
- Specific opening hours
- Self-barring schemes for individuals to bar themselves from premises
- Provision of information leaflets/ helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

27. Family Entertainment Centres (FEC):

27.1. Generally, FECs must be operated by a person or body having an operating licence from the Gambling Commission (the Act also provides that there is a class of unlicensed Family Entertainment Centres that may be run by individuals or bodies not holding an operator's licence). Unlicensed Family Entertainment Centres do not require the operator to have a Gambling Commission operator's licence or premises licence from the local licensing authority but do need to have a gaming machine permit as set out below. Gaming machines are a form of gambling which is attractive to children and FECs will contain both Category D machines on which they are allowed to play, and category C machines on which they are not. Because gaming machines provide opportunities for solitary play and for immediate payouts, they are more likely to engender repetitive and excessive play. the Council, in considering applications for FEC premises licences will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

27.2. In determining whether the application meets the criteria set in Policy Objective 1,2,3 consideration will be given to appropriate measures/licensing conditions to address the matters listed below:

- CCTV
- Supervision of entrances/ machine areas
- Physical separation of areas for category C machines
- Location of entry
- Notices/ signage
- Specific opening hours
- Self-barring schemes for individuals to bar themselves from premises
- Provision of information leaflets/ helpline numbers for organisations such as GamCare
- Measures & training for dealing with children on the premises suspected of truanting.

This list is neither mandatory, nor exhaustive, and is merely indicative of example measures.

- 27.3. The Council will have regard to the Gambling Commission's guidance on any conditions that apply to operating licences covering the way in which the area containing the category C machines should be delineated but may require further measures on physical separation and controls on entry. the Council must apply the mandatory conditions but will consider whether to exclude any of the default conditions that may be specified by regulation from the Secretary of State.
- 27.4. Family Entertainment Centres will provide amusement with prizes machines (gaming machines) or entertainment machines which are used to play games where there are no chance of winning prizes.

28. Travelling Fairs

- 28.1. The Act defines a travelling fair as 'wholly or principally' providing amusements and they must be on a site that has been used for fairs for no more than 27 days per calendar year. Travelling fairs do not require a permit to provide gaming machines but must comply with legal requirements about the way the machines are operated.
- 28.2. It will fall to the Council to decide whether, where category D machines and/ or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.
- 28.3. The Council will also consider whether the applicant falls within the statutory definition of a travelling fair. We will apply the 27 day statutory maximum for the land being used as a fair each calendar year applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. We will keep a record of any travelling fairs taking place in the District that offer gambling as an ancillary use to the fair. The authority will ensure that the 27 day statutory maximum for the land being used is not breached. The Authority will advise travelling fair operators if requested of the statutory time period remaining for the land they intend to use.

29. Door Supervisors

- 29.1. The Guidance advises that licensing authorities may consider whether there is a need for door supervision in terms of the licensing objectives of protection of children and vulnerable persons from being harmed or exploited by gambling, but there can also be a need for supervision to stop premises becoming a source of crime. It is noted that the door supervisors at casinos or bingo premises are not required to be registered by the Security Industry Authority (SIA) under the Private Security Industry Act 2001. Door supervisors not directly employed by a casino or bingo operator do have to be SIA registered.
- 29.2. For betting offices and other premises other than casinos and bingo premises, the operator and/or the Council may decide that supervision of entrances or machines is appropriate in particular cases. The authority will make door supervision a requirement where there is evidence, from the history of trading at the premises or in the area, that the premises cannot be adequately supervised from the counter and that door supervision is both necessary and proportionate.

30. Provisional Statements

- 30.1. An application may be made to the licensing authority for a provisional statement'

in respect of premises that are yet to be constructed, altered or occupied. Following the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant's circumstances. In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- which could not have been raised by objectors at the provisional licence stage; or
- which in the authority's opinion reflect a change in the operator's circumstances.

31. Reviews

31.1. Requests for a review of a premises licence can be made by interested parties or responsible authorities, including the licensing authority. However, it is for the licensing authority to decide whether the review is to be carried out. This will be on the basis of whether the request for the review is relevant to the matters listed below:

- any relevant code of practice issued by the Gambling Commission;
- any relevant guidance issued by the Gambling Commission;
- the licensing objectives;
- the authority's statement of principles.

31.2. The licensing authority may reject an application for review if it thinks that the grounds on which the review is sought:

- are not relevant to the relevant code of practice or guidance issued by the Gambling Commission, the licensing objectives or the licensing authority's statement of principles;
- are frivolous;
- are vexatious;
- 'will certainly not' cause the licensing authority to revoke or suspend the licence or to remove, amend or attach conditions on the premises licence;
- are substantially the same as grounds cited in a previous application relating to the same premises (the licensing authority will consider the length of time that has passed since the earlier application in deciding whether this is a reasonable reason to reject the review application);
- are substantially the same as representations made at the time the application for the premises licence was considered. While the licensing authority will consider the length of time that has passed since the representations were made, it will not normally review a licence on the basis of the same arguments considered on the grant of the premises licence.

31.3. General objections to gambling as an activity are not likely to be considered relevant reasons for a review. Other examples of irrelevant considerations include demand for gambling premises, issues relating to planning, public safety and traffic congestion.

31.4. The licensing authority itself, as a responsible authority can initiate a review of a particular premises licence, or any particular class of premises licence, for any reason which it thinks is appropriate. This includes reviewing a premises licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them, or to ensure that the principle of

primary use is applied.

31.5. The licensing authority may review any matter connected with the use made of a particular premises if it has reason to believe that the premises licence conditions are not being observed, or for any other reason which gives it cause to believe a review may be appropriate.

31.6. A responsible authority or interested party may apply to the Council to review a premises licence. Such reviews can be made in relation to, amongst other things if there are repeated incidents of crime and disorder associated with the premises or the gambling activity which the premises operator has failed to adequately address, where incidents that have adversely effected one or more licensing objectives have occurred at a premises that could have been prevented if advice and guidance from a responsible authority had been heeded, if the premises due to the activities being undertaken is either attracting children or people likely to be involved in crime and disorder.

31.7. As a review of a premises licence can lead to its revocation the Council will consider whether informal actions to ensure timely or immediate compliance have been exhausted prior to an application being made. the Council accepts that an application for review may be appropriate without informal measures being taken, but will seek to establish that all options have been considered in determining review applications.

32. Permits

32.1. Permits regulate gambling and the use of gaming machines in a premises which does not hold a premises licence. They are required when a premises provides gambling facilities but either the stakes are very low or gambling is not the main function of the premises.

The Council is responsible for issuing the following permits:

- unlicensed family entertainment centre gaming machine permits;
- alcohol-licensed premises gaming machine permits;
- prize gaming permits;
- club gaming permits and club machine permits.

32.2. The Council can only grant or reject an application for a permit and cannot attach conditions. Therefore, the Council will consider a number of factors before determining an application for a permit to ensure that the permit holder and the premises are suitable for the proposed gambling activities.

33. Unlicensed Family Entertainment Centre (UFEC) Gaming Machine Permits

33.1. This policy applies to those premises that are proposed to be used as Unlicensed Family Entertainment Centres. UFECs are those that offer only category D machines and a permit allows any number of these machines to be made available at the premises (subject to other considerations such as health and safety and fire regulations). Given that category D machines have no age restrictions, these premises will particularly appeal to children and young persons. Therefore, the Council will give particular weight to matters relating to child protection issues.

The Council will grant an application for a permit only if it is satisfied that the premises will be used as an unlicensed FEC, and following consultation with the Chief of Police.

33.2. The Council will require applicants to demonstrate:

- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and
- that staff are trained to have a full understanding of the maximum stakes and prizes

33.3. The Council will expect the applicant to show that there are policies and procedures in place to protect children and vulnerable people from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits. However, they may include:

- measures / training for staff as regards suspected truant school children on the premises;
- measures / training covering how staff would deal with unsupervised very young children being on the premises;
- measures / training covering how staff would deal with children causing perceived problems on or around the premises.
- measures / training covering how staff would identify the signs and symptoms of persons engaged in the illegal use of controlled drugs.

34. Alcohol-Licensed Premises Gaming Machine Permits

34.1. Automatic entitlement to 2 gaming machines: A premises licensed to sell alcohol under the Licensing Act 2003 is automatically entitled to 2 gaming machines of category C and/or D. The holder of the on- premises licence under the Licensing Act 2003 must notify the Council of their intention to make the gaming machines available for use and must pay the prescribed fee.

34.2. An automatic authorisation does not negate pub and club operators from their responsibilities to comply with the 'Codes of Practice for gaming machines in Pubs and Clubs' issued by the Gambling Commission. Operators should be aware of the contents of this code and ensure that their staff comply accordingly.

34.3. Operators are expected to demonstrate responsibility in the supervision of their machines, in particular siting them in positions where they can easily be supervised by staff.

34.4. The Council will remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a provision of section 282 of the Gambling Act (i.e. that written notice has been provided to the Council, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
- the premises are mainly used for gaming; or
- an offence under the Gambling Act has been committed on the premises.

34.5. **Permit for 3 or more gaming machines.** This policy applies to those licensed

premises that propose to have 3 or more gaming machines. A licensed premises wishing to have 3 or more gaming machines of category C or D must apply to the Council for a permit.

34.6. As gaming machines provide opportunities for solitary play and immediate payouts, they are more likely to engender repetitive and excessive play. the Council, on considering an application, will consider whether granting a permit would be appropriate on a case by case basis, but will specifically have regard to the need to protect children and vulnerable people from harm or being exploited by gambling;

- measures taken by the applicant to satisfy the Council that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines.

34.7. The Council will expect applicants to offer their own measures to meet the licensing objectives. However, appropriate measures may cover issues such as:

- the adult machines being in sight of the bar;
- the adult machines being in the sight of staff who will monitor that the machines are not being used by those under 18;
- notices and signage;
- the provision of information leaflets or helpline numbers for organisations such as GamCare.
- The Council will expect applicants to submit a plan showing the precise location of all machines applied for under this section. The plan should be the same version as that currently submitted with the Licensing Act 2003 Premises Licence.

34.8. If it is not satisfied that appropriate measures have been taken by the applicant to comply with this policy, the Council will refuse to grant the permit, or it may vary the number or category of gaming machines authorised by the permit.

34.9. The holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the gaming machines.

34.10. The Council may cancel a permit or may vary the number or category (or both) of gaming machines authorised by it if:

- it would not be reasonably consistent with pursuit of the licensing objectives for the permit to continue to have effect,
- gaming has taken place on the premises in purported reliance on the permit but otherwise than in accordance with the permit or a condition of the permit,
- the premises are mainly use or to be used for making gaming machines available, or,
- an offence under the Gambling Act 2005 has been committed on the premises.

34.11. Before the Council cancels or varies a permit it will give the permit holder 21 days notice of its intention and allow him the opportunity to make a representation. If the permit holder requests a hearing the Council will arrange a Licensing Sub-Committee hearing to consider the permit holder's representation and any other evidence available before making its determination.

34.12. The Council when determining an application for an alcohol-licensed premises gaming machine permit will consider each application on their own merits.

34.13. Some alcohol licensed premises may apply for a premises licence for their non-

alcohol licensed areas. Any such application would most likely need to be applied for and dealt with as an Adult Gaming Centre premises licence.

35. Prize Gaming Permits

35.1. This policy applies to applications for, or renewals of, prize gaming permits. Gaming is “prize gaming” if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming. Normally the prizes are determined by the operator before play commences.

35.2. Prize gaming may take place without a permit in various premises. These are casinos, bingo halls, adult gaming centres, licensed and unlicensed family entertainment centres and travelling fairs.

Given that the prize gaming will particularly appeal to children and young persons, the licensing authority will give weight to child protection issues.

35.3. The applicant will be expected to set out the types of gaming that they are intending to offer and will also be expected to demonstrate:

- an understanding of the limits to stakes and prizes set out in regulations;
- That the gaming offered is within the law;
- Clear policies that outline the steps to be taken to protect children from harm.

35.4. We will only grant a permit after consultation with the chief officer of police. This will enable the licensing authority to determine the suitability of the applicant in terms of any convictions that they may have that would make them unsuitable to operate prize gaming, the suitability of the premises in relation to their location, and issues about disorder.

35.5. It should be noted that there are conditions in the Act with which the permit holder must comply, but that the Council cannot attach conditions. The conditions in the Act are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

36. Club Gaming and Club Machines Permits

36.1. Members clubs and Miners’ welfare institutes (but not commercial clubs) may apply for a club gaming permit or a club machine permit. Commercial clubs may apply for a club machine permit. The club gaming permit will enable the premises to provide gaming machines (three machines of categories B, C or D), equal chance gaming, and games of chance as set out in regulations. A club machine permit will enable the premises to provide gaming machines (three machines of categories B4, C or D).

36.2. A club must meet the following criteria to be considered a members’ club:

- It must have at least 25 members;
- It must be established and conducted wholly or mainly for purposes other than gaming (unless the gaming is permitted by separate regulations);
- It must be permanent in nature;
- It must not be established to make a commercial profit;
- It must be controlled by its members equally.

Examples of these include working men's clubs, branches of the Royal British Legion and clubs with political affiliations.

36.3. The Council may only refuse an application on the grounds that:

- a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
- b) the applicant's premises are used wholly or mainly by children and/ or young persons;
- c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- d) a permit held by the applicant has been cancelled in the previous ten years; or
- e) an objection has been lodged by the Commission or the police.

36.4. We will expect applicants to offer their own measures to meet the licensing objectives. However, appropriate measures may cover issues such as:

- the adult machines being in sight of the bar;
- the adult machines being in the sight of staff who will monitor that the machines are not being used by those under 18;
- notices and signage;
- the provision of information leaflets or helpline numbers for organisations such as GamCare.
- The Council will expect applicants to submit a plan showing the precise location of all machines applied for under this section. The plan should be the same version as that currently submitted with the Licensing Act 2003 Club Premises Certificate.

36.5. There is also a "fast-track" procedure available under the Act for premises which hold a club premises certificate under the Licensing Act 2003 (Schedule 12 paragraph 10). Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the grounds upon which a council can refuse a permit are reduced. The grounds on which an application under this process may be refused are:

- that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled".

36.6. There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

37. Temporary Use Notices (TUN's)

- 37.1. Temporary Use Notices (TUN's) allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for gambling would include hotels, conference centres and sporting venues.
- 37.2. The licensing authority can only grant a Temporary Use Notice to a person or a company holding a relevant operating licence.
- 37.3. Currently, Temporary Use Notices can only be used to permit the provision of facilities for equal chance gaming, where the gaming is intended to produce a single overall winner.
- 37.4. The licensing authority, in considering applications for Temporary Use Notices, will consider whether gambling should take place, or should only take place with modifications to the TUN. In doing so, the licensing authority will consider:
- the suitability of the premises;
 - to the location of the premises, paying particular attention to its proximity to any schools, hostels or other sensitive premises;
 - The CCTV coverage within the premises;
 - The ability of the premises to provide sufficient staff and/or licensed door supervisors for the notice period;
 - whether the premises or the holder of the operating licence have given the Council any cause for concern at previous events in relation to the licensing objectives, the guidance issued by the Commission, the relevant code of practice or this statement of principles.

38. Occasional Use Notices:

- 38.1. The Council has very little discretion as regards Occasional Use Notices to accept bets at "tracks", aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. the Council will, however, consider the definition of a "track" and whether the applicant will need to demonstrate that they are in fact responsible for the administration of the "track" or is an occupier, and therefore permitted to avail themselves of the notice. It should be noted that the definition of track in the Act is wider than dog tracks or horse racecourses and includes places where races or other sporting events take place. If notices are given for a single track which would permit betting to occur for more than 8 days per year the Council has an obligation to issue a counter notice preventing such a breach occurring.

Appendix 1

Gaming machine (fruit machine, slot machine) categories

Gaming machines (fruit machines, slot machines) fall into categories depending on the maximum stake and prize available:

| Machine category | Maximum stake (from April 2019) | Maximum prize (from January 2014) | Allowed premises |
|------------------|---|--|--|
| A | Unlimited – No category A gaming machines are currently permitted | Unlimited – No category A gaming machines are currently permitted | Regional Casino |
| B1 | £5 | £10,000 (with the option of a maximum £20,000 linked progressive jackpot on a premises basis only) | Large Casino, Small Casino, Pre-2005 Act casino and Regional Casinos |
| B2 | £2 | £500 | Betting premises and tracks occupied by pool betting and all of the above |
| B3 | £2 | £500 | Bingo premises, Adult gaming centre and all of the above |
| | £2 | £500 | Members' club or Miners' welfare institute only |
| B4 | £2 | £400 | Members' club or Miners' welfare club, commercial club and all of the above. |

| Machine category | Maximum stake (from April 2019) | Maximum prize (from January 2014) | Allowed premises |
|--|---------------------------------|--|---|
| C | £1 | £100 | Family entertainment centre (with Commission operating licence), Qualifying alcohol licensed premises (without additional gaming machine permit), Qualifying alcohol licensed premises (with additional LA gaming machine permit) and all of the above. |
| D money prize | 10p | £5 | Travelling fairs, unlicensed (permit) Family entertainment centre and all of the above |
| D non-money prize (other than crane grab machine) | 30p | £8 | All of the above. |
| D non-money prize (crane grab machine) | £1 | £50 | All of the above. |
| D combined money and non-money prize (other than coin pusher or penny falls machines) | 10p | £8 (of which no more than £5 may be a money prize) | All of the above. |
| D combined money and non-money prize (coin pusher or | 20p | £20 (of which no more than £10 may be a money prize) | All of the above. |

| Machine category | Maximum stake (from April 2019) | Maximum prize (from January 2014) | Allowed premises |
|----------------------|---------------------------------|-----------------------------------|------------------|
| penny falls machine) | | | |

Appendix 2

Organisations & Groups Consulted

Mid Sussex District Councillors

Mid Sussex District Town and Parish Councils

The Gambling Commission, 4th Floor Victoria Square House, Victoria Square, Birmingham, B2 4BP

The Chief Officer of Police, Sussex Police, Church Lane, Lewes, East Sussex BN7 2DZ

West Sussex Fire & Rescue Service, Northgate, Church Road, Chichester, PO19 1BD

The Planning Authority, Planning and Economy , Mid Sussex District Council, Oaklands, Oaklands Road, Haywards Heath, RH16 1SS

West Sussex Safeguarding Children's Board, Room 12, County Hall, West Street, Chichester, PO19 1RQ

Environmental Health Section Mid Sussex District Council, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS

HM Revenue & Customs, 100 Parliament Street, London SW1A 2BQ

British Casino Organisation, 38 Grosvenor Gardens, London, SW1W 0EB

BACTA, Alders House, 133 Aldersgate Street, London, EC1A 4JA

British Bingo Association, Lexham House, 75 High Street North, Dunstable, Beds, LU6 1JF

Association of British Bookmakers Ltd, Regency House, 1-4 Warwick Street, London, W1B 5LT

Remote Gambling Association, Regency House, 1-4 Warwick Street, London, W1B 5LT

The Manager, Citizens Advice Bureau, Oaklands, Oaklands Road, Haywards Heath, West Sussex, RH16 3DN

The Manager, Citizens Advice Bureau, Cantelupe House, Cantelupe Road, East Grinstead, RH19 3BZ

The Manager, Citizens Advice Bureau, 38 Church Road, Burgess Hill, West Sussex, RH15 9AE

Sussex Chamber of Commerce, 4 Victoria Business Centre, 43 Victoria Road, Burgess Hill, RH15 9LR

Burgess Hill Library, The Martlets, Burgess Hill, West Sussex, RH15 9NN

Hassocks Library, Keymer Road, Hassocks, West Sussex, BN6 8QJ

Haywards Heath Library, Boltro Road, Haywards Heath, West Sussex, RH16 1BN

Hurstpierpoint Library, Trinity Road, Hurstpierpoint, West Sussex, BN6 9UY

Chief Executive, West Sussex County Council, County Hall, Chichester, West Sussex, PO19 1RG

Transport and General Workers Union, Eastbourne District Office, T&G Centre, Grand Parade, Eastbourne, BN21 4DN

Mims Davies MP, House of Commons, London, SW1A 0AA

Alison Bennett MP, House of Commons, London, SW1A 0AA

Gatwick Diamond Business14 Basepoint Business and Innovation Centre Metcalf Way, Crawley, RH11 7XX

Director of Public Health, 1 The Causeway, Goring-By-Sea, Worthing, BN12 6BT

South East Coastal Sussex Strategic Health Authority, Director of Public Health, York House, 18-20 Massetts Road, Horley, Surrey, RH6 7DE

GamCare, 2&3 Baden Place, Crosby Row, London, SE1 1YW

Gamblers Anonymous, PO Box 5382, London, W1A 6SA

Independent Betting Arbitration Service, PO Box 44781, London, SW1W 0WR

William Hill, Greenside House, 50 Station Road, Wood Green, London N22 7TP

Coral Racing Ltd, 5th Floor, 70 Victoria Street, London SW1E 6SQ

Ladbrokes Betting & Gaming Ltd, Imperial House,Imperial Drive,Rayners Lane,Harrow,HA27JW

Betfred, The Spectrum, 56-58 Benson Road, Birchwood, Warrington, WA3 7PQ

SUPPLEMENTARY GUIDANCE DOCUMENT 1

Internet sources of information on the Gambling Act 2005

The Gambling Act 2005 may be viewed on the web at

www.legislation.gov.uk/ukpga/2005/19/contents

The Gambling Commission www.gamblingcommission.gov.uk

SUPPLEMENTARY GUIDANCE DOCUMENT 2

Gambling Act 2005

Responsible Authorities

The Licensing Authority, Mid Sussex District Council, Oaklands, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS

The Gambling Commission, 4th Floor Victoria Square House, Victoria Square, Birmingham, B2 4BP

Sussex Police, The Chief Constable, Police HQ, Malling House, Lewes, East Sussex BN7 2DZ

West Sussex Fire and Rescue Service, Northgate, Chichester, PO19 1BD

The Planning Authority, Planning and Economy, Mid Sussex District Council, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS

West Sussex Safeguarding Children's Board, Room 12, County Hall, West Street, Chichester, PO19 1RQ

Environmental Health Section, Mid Sussex District Council, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS

EITHER

Food & Safety Mid Sussex District Council, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS

OR

Health & Safety Executive, Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS

HM Revenue & Customs, 100 Parliament Street, London SW1A 2BQ

Any other person prescribed by regulations made by the Secretary of State

Street Trader's Consent

Conditions attached to Consent No. XX

Standard Conditions for Street Trading – individual consents

Definitions:

Street Trading the selling or exposing or offering for sale any article (including a living thing) in a street.

Street a) any road, footway, beach or other area to which the public have access without payment; and b) a service area as defined in section 329 of the Highways Act 1980.

'Consent Holder' means a Street Trader who has been granted a Consent by Mid Sussex District Council to trade on the street.

'Consent' means a Consent granted by Mid Sussex District Council in respect of street trading.

'Employee' means a person working for a Street Trading Consent Holder.

'Authorised Officer' or 'Licensing Officer' an Officer employed by Mid Sussex District Council and authorised in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1982

'Serious Misconduct' Includes, but is not limited to any of the following:

- Sexist, racist, foul or abusive language
- Acts of dishonesty
- Acts of indecency
- Any act causing or likely to be dangerous or cause personal injury to a person

General Conditions

1. A copy of the consent must be displayed prominently on the unit or stall at the street trading site and the trader or his employees shall produce it whenever required by an authorised Council Officer or Police Officer.
2. The consent holder shall not trade outside the time and days permitted by the consent and trading shall only take place from the agreed specified trading unit or stall at the specified pitch.
3. The consent holder shall trade in compliance with the consent and must not digress e.g., affixing barriers or advertising etc. that has not been specified in the consent.
4. All signs placed on display in connection with the units must not contain inappropriate words, language or pictures in any form which may cause offence to members of the public or other stall holders.
5. The consent holder will comply with all legislation, regulations or bye laws made and for the time being in force.
6. The consent holder and their employees shall comply with all statutory requirements and statutory instruments including without limitation the Control of Substances Hazardous to

Health Regulations 2002 and the Health and Safety at Work, etc. Act 1974 in relation to the sale of goods or provision of services from their unit.

7. The goods, articles or products, the sale of which is authorised by this consent, are strictly limited to those specified, unless written approval to amend has been given by Mid Sussex District Council.

8. The trading unit or stall must be of the size and design approved by the Council and/or specified in the consent. Written approval to change the specified sales unit must be obtained from Mid Sussex District Council.

9. The consent holder shall not at any time lend, or purport to transfer or assign this licence to, or permit it to be used, by any other person except that they may employ any other approved person to assist them in trading without a further consent being required. Mid Sussex District Council must be notified of all employees/persons authorised to assist prior to them working.

10. The consent holder may employ another person to 'assist' with trading but shall be expected to be in attendance at the site regularly in order to remain in control of trading for the majority of trading hours.

11. The consent holder shall not employ more than two persons at any one time to exercise the consent in the absence of the holder. Employees must be aged 17 or over (18 or over if alcohol is to be sold).

12. All consent holders shall ensure that all their employees comply fully with the Conditions as disciplinary action may be taken against any consent holder or their employees for any breaches of the Conditions. Consent holders are under a duty to bring the Conditions to the attention of their employees.

13. The consent may be revoked by the council at any time for non-compliance with conditions or any other reasonable cause or surrendered by the consent holder at any time.

14. Nothing in these conditions shall excuse the consent holder from any legal duty or liability and the consent holder shall indemnify the council in respect of all claims, actions or demands arising from the consent except where due to the Council's own negligence.

15. The consent holder shall always maintain a valid third-party public liability insurance policy to the value of £5,000,000 and shall produce a valid certificate of insurance at any time.

16. The consent holder and any employees must notify the Council in writing within two working days of any change of address, any changes, police investigations and/or convictions or cautions which arise during the terms of the consent. The Council reserves the right to suspend a consent with immediate effect pending a review of the consent by the Licensing Department should any criminal matter serious enough that there are concerns for public safety.

17. The fees for the consent must be paid on or before the due date for payment as specified by the Council and by one of the methods stipulated by the Council.

18. Should the trader wish to surrender their consent, they must do so formally in writing, returning their consent.

19. Notwithstanding the details of a consent, when a pitch becomes temporarily unsuitable for any reason, the consent holder will agree to relocate to an alternative street trading pitch for the period of the temporary restriction.

20. Restricted goods as listed in the Street Trading Policy may not be sold.

21. There must be a minimum of 2 metres of unobstructed footway to allow passing space.

General Conduct

22. The consent holder must not sell or leave any articles/goods outside of the agreed trading dimensions of the trading unit.

23. The consent holder shall not trade in such a way that is likely to cause obstruction of any part of any street or public place.

24. The consent holder shall not trade in such a way that is likely to cause an injury to any person using the street or place.

25. The consent holder shall not trade in such a way that is likely to cause damage to any property in the street or place.

26. The consent holder shall not trade in such a way that is likely to cause a nuisance or annoyance to persons using the street or public place, or to occupiers of premises in the vicinity.

27. The consent holder shall be clean in his person and shall not exhibit insobriety, incivility, improper language or other misconduct.

28. Serious misconduct will result in an immediate suspension of the consent to enable a review to take place by the Licensing Team potentially leading to revocation.

29. If requested to move for any reason the consent holder shall comply the reasonable instructions of any authorised Mid Sussex District Council Licensing Officer or Sussex Police Officer.

30. Traders are not permitted to purchase goods from the public whilst operating under a street trading consent or occupying a pitch.

Protection of Young People

31. Street trading will not normally be authorised within 100 metres of any entrance or exit to a school or nursery. (The distance from the entrance to a school or nursery may be extended where issues of public safety are raised during the consultation of the application).

32. No child aged 16 or below shall be engaged in or employed to undertake any street trading under a consent issued by the Council.

33. If alcohol is sold at a pitch, no employee may be under the age of 18.

Trading Unit Compliance

34. Any vehicle/unit/trailer used by the consent holder in the course of trading shall be constructed and maintained to the satisfaction of the Council and as stipulated by the

consent and design brief. A high standard of presentation and appearance will be expected to be maintained.

35. Any replacement or new units or stalls must be approved by the Council prior to being purchased.

36. The trading unit will comply in all respects with any legal requirements relating to the activity proposed.

37. The trading unit shall be of a high-quality design, with robust construction and materials that the daily removal will not result in the rapid deterioration in appearance of the unit.

38. The quality and appearance of the trading unit must be maintained at the standard approved in the original consent.

39. The trading unit will be of a mobile type and must be removed daily after trading has ceased unless previously authorised by a Licensing Officer. It must not cause damage to the street or endanger persons using the street. Stalls must be removed at the end of each day.

Health & Safety

40. The use and storage of LPG will comply with the requirements of the Health and Safety at Work etc. Act 1974 and any Fire Authority requirements.

41. Where any LPG or electricity is used then suitable fire extinguishers must be provided and maintained in a satisfactory condition.

42. The consent holder will not be permitted to erect additional awnings, tents or other structures at the site without permission.

43. The consent holder shall be responsible for any damage to the highway resulting from the trading activity.

44. The consent holder shall not keep or store explosive materials and inflammable liquids on their trading units, other than gas cylinders in compliance with current legislation.

45. The consent holder shall comply with all Traffic Regulation Orders and ensure that vehicles used in respect of their stalls are moved from the trading site immediately they are unloaded or at the request of any authorised Officer.

Advertisements / Signage

46. Advertisements must not be placed outside the perimeter of the trading site or affixed to any street furniture - e.g. lamp posts, road signs, fences, bollards.

47. Advertising should only relate to goods offered for sale on that pitch.

48. Illumination of advertisements on the outside of the unit not permitted.

49. The use of 'A' boards and any other display board/structures are prohibited unless authorised in advance by the Licensing Officer.

Waste Management

51. The consent holder shall provide and maintain adequate refuse receptacles for litter and shall remove all litter in the trading vicinity; suitable arrangements must be in place for the disposal of commercial waste.

51. The consent holder must prevent the deposit in any street of solid or liquid refuse and shall not discharge any water (except as may be necessary for cleansing) to the street surface or to the surface water drains. The surrounding area shall be kept clean and tidy including the necessary washing of street surfaces.

Additional Requirements for Food Operations

52. The consent holder must maintain a Food Hygiene Rating Scheme score of 4 or above. The hygiene rating must be displayed prominently on the stall, trailer, or vehicle.

PLEASE NOTE:

Failure to comply with these conditions may result in enforcement action, namely the suspension or revocation of the consent, or the refusal of a renewal application.

The Council reserve the right to amend these standard conditions at any time.

The Council may attach any further reasonable conditions to this consent which it appears appropriate to meet circumstances.

This consent and any associated documents must be surrendered to the Council if the consent holder wishes to cease trading. Fees remain payable until such a time as the Consent is surrendered, revoked or lapses.

Any person who engages in street trading in a designated consent street unless authorised by the Council under the provisions of Schedule 4, Local Government (Miscellaneous Provisions) Act 1982 commits an offence and is liable, on conviction, to a fine not exceeding £1000 per offence i.e. for each day of trading without consent.

N.B. This consent is issued without prejudice to any other statute, bye-law or regulation, i.e. this consent does NOT over-ride any regulations regarding parking, food hygiene, obstruction, etc.

Licensing Team
Mid Sussex District Council
Oaklands
Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

Mid Sussex District Council

Street Trading Consent Policy

DRAFT

January 2026

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Appendix 1 - Street trading consent standard conditions

SECTION 1: AIMS AND OBJECTIVES OF THE POLICY

1.0 Introduction

1.1 Mid Sussex District Council's (the Council) statement of main purpose is: -

'Working together for a Better Mid Sussex'

The Council's Environmental Health Service Team has an essential role to play in achieving this aim, as its Licensing services seek to secure healthier and safer places for people to work and live. The Environmental Health Service key objective is to: -

'Proactively promote and enforce good environmental health, housing and licensing standards, in order to maximise the quality of life for those living in, working in, and visiting Mid Sussex'.

1.2 Purpose and scope of this policy

1.3 Through this policy the Council aims to regulate the location of street traders and aims to prevent the obstruction of the streets within Mid Sussex District Council area by street trading activities. In doing so, it recognises the importance of consented businesses to the local economy and the character of the area whilst trying to ensure that the activities do not cause nuisance or annoyance to the people in the area.

1.4 This policy will guide the Council when it considers applications for street trading consents. It will also inform applicants of the parameters in which the Council will make decisions and how their needs will be addressed.

1.5 This policy will be applicable for any new street trading application made after the date of this policy. For current consent holders, this policy will be applicable from the date of renewal.

2 What is street trading?

2.1 For the purposes of this policy, street trading is defined as the selling or exposing or offering for sale of any article (including a living thing) in a street. The term street includes footways, car parks, public house forecourts and generally any area where the public have access without payment.

2.2 Street trading includes, but is not limited to:

- i. trading from mobile and temporary static structures
- ii. the sale of food and drink or the sale of non-food items
- iii. ice-cream vans
- iv. mobile artists and musicians who sell their recorded work on the street
- v. the sale of Christmas trees and other festive items

2.3 Street trading does not include:

- i. a person acting under the authority of a pedlar's certificate

- ii. anything done in a market or fair, the right to hold which having been obtained by a grant, enactment or order
 - ii. trade carried out by a roundsmen e.g. milkmen
 - iii. trading in a trunk road picnic area
 - iv. trading as a news vendor (where the only articles sold or exposed or offered for sale are newspapers or periodicals)
 - v. trading which—
 - is carried on at a premises used as a petrol filling station: or
 - is carried on at a premises used as a shop or in a street adjoining premises so used and as part of the business of the shop (such businesses must not obstruct the highway)
 - vi. selling things, or offering or exposing them for sale, as a roundsman
- 2.4 Further details on the excluded activities mentioned in paragraph 2.3 can be found in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.
- 2.5 For the purposes of this policy and administering street trading consents within Mid Sussex:
- a) static street traders are those who trade from a fixed location such as a layby or area of land and would include stalls or food vans.
 - b) peripatetic street traders are those who remain in location for a limited duration, usually to carry out a transaction, before moving on to another location and would include ice-cream vans.

3.0 Types of Restrictions

- 3.1 There are three types of restrictions in the legislation and they are as follows:

Licensed street

Where street trading is prohibited without a licence granted by the District Council.

The only street currently designated as a Licensed street is Railway Approach, East Grinstead

Prohibited street

Street trading is prohibited in these streets.

Prohibited streets currently are:

Haywards Heath:

- Wivelsfield Road

East Grinstead:

- Station Road

Burgess Hill:

- London Road

- Civic Way
- Queen Elizabeth Avenue

Poynings:

- Land to North and East of the Devils Dyke Inn, Dyke Road

Other:

- Lay-by on A264 Copthorne Way, Copthorne, running West to East

Consent street

Where street trading is prohibited without the consent of the District Council.

4.0 What is a consent street?

- 4.1 For the purposes of this policy, a street is any road, footway or other area to which the public have access without payment.
- 4.2 A consent street is a street in which street trading can only take place if the consent of the local authority has first been obtained.
- 4.3 Street trading consent is therefore required in a number of places other than on a public highway or public land. Within Mid Sussex street trading consent would be needed in the following locations:
 - a) roads and walkways
 - b) lay-bys and verges
 - c) footpaths
 - d) car-parks (both public and private)
 - e) residential streets
 - f) industrial estates
 - g) land accessible to the public within 10 metres of any of the above.
- 4.4 A consent street does not include land to which the public have to pay to access it, such as a music festival where there is an admittance fee or where access is restricted to a particular group of people, such as land within the grounds of a football stadium during a football match.
- 4.5 Street trading in East Grinstead in London Road and High Street are areas administered by East Grinstead Town Council.
- 4.6 If the street is a designated 'consent street' then street trading without consent is a criminal offence.

- 4.7 It is proposed that all streets within the Mid Sussex District Council area, other than the current Prohibited Streets and areas separately administered by Town Councils, be designated as consent streets.

5.0 Street Trading in Mid Sussex

- 5.1 All streets as defined in Section 4.3 above in Mid Sussex have been designated as consent streets namely, streets where consents are required in order to trade. Consents are granted by Mid Sussex District Council and are subject to conditions and the payment of a fee.
- 5.2 It is illegal to trade in a consent street without first obtaining street trading consent from the Council.
- 5.3 In addition to the exempt activities listed in paragraph 2.3 above, Mid Sussex Council will not require street trading consent to be sought for the following activities:
- a) fetes, carnivals or similar community based and run events, for example Christmas lights switch-on events and non-commercial, community or charitable events where the profits are not used for private gain or are wholly passed to a charity and where the event has been notified to the Council's Safety Advisory Group
 - b) sales of articles by householders on land within the curtilage of their property, for example garage sales
 - c) goods from working farms or smallholdings sold at the premises where they were produced
 - d) trading in shopping centres, for example The Orchards in Haywards Heath and The Market Place in Burgess Hill
 - e) handing out promotional literature for goods, services or venues.

6.0 Right of Appeal

- 6.1 There is no statutory right of appeal against refusal to issue a street trading consent however applicants who feel that their application has been dealt with unfairly are able to complain through the Council's corporate complaints procedure which is available via our website www.midsussex.gov.uk.
- 6.2 Street trading consent can be granted for up to 12 months and can be revoked at any time by the Licensing Team. When the Council grants or renews consent for street trading, the Council may attach any reasonable condition. Where a consent is surrendered or revoked, the council shall remit or refund, as they consider appropriate, the whole or a part of any fee paid for the grant or renewal of the consent.

7.0 Street Trading Consent Considerations

7.1 In considering applications for the grant or renewal of a street trading consent the following factors will be considered:

a) Public safety

Whether the street trading activity represents, or is likely to represent, a substantial risk to the public from the point of view of obstruction, fire hazard, unhygienic conditions or danger that may occur when a trader is accessing the site. This would include the consideration of factors such as interference with sight lines for road users and access to pedestrian crossings.

b) Public order

Whether the street trading activity represents, or is likely to represent, a substantial risk to public order. This is likely to be more of an issue in respect of applicants wishing to trade at later hours.

c) Prevention of public nuisance

Whether the street trading activity represents, or is likely to represent, a substantial risk of nuisance to the public from noise or misbehaviour, particularly in residential areas.

d) Appearance of the stall or vehicle

The stall or vehicle must be of smart appearance, clean and maintained in a sound condition.

e) Environmental impact

Static street traders who require their vehicle engines to be running or the use of petrol or diesel generators in order to operate will not be allowed to trade within any of the Council's declared Air Quality Management Areas.

f) Highway safety

There must not be any dangers to those who have a right to use the highway and no obstruction for emergency access. Street trading consent holders are not allowed to drive vehicles on a footpath to access the site.

g) Lay-by Safety

Some lay-bys within the district are deemed to be unsuitable sites due to safety grounds, namely, those where there is no segregation between the lay-by and the live carriageway.

h) Proximity to schools and colleges

Street trading by businesses supplying hot or cold food or confectionary between 07:30-hrs and 18:00-hrs will not be permitted for locations within 100 metres of the boundary of a school, college or other educational establishment.

i) Trading hours

In town centres street trading hours will normally mirror those of shops or restaurants in the immediate vicinity. However, the council will consider each application on its merits before agreeing permitted trading times. The council retains the right to specify permitted trading hours that are less than those applied for.

j) Suitability of the applicant

When determining an application for the grant or renewal of a street trading consent the council will consider all relevant information relating to the suitability of the applicant to hold such a permission including:

- a. relevant complaints received about the applicant's previous street trading activity and any previous revocation or surrender of a street trading consent into account.
- b. any refusal or neglect in paying fees due to the council for a street trading consent or for any other charges due for services rendered by the council to the applicant in his capacity as the holder of a street trading consent. Examples of such services include collection of refuse and cleansing of streets.
- c. previous failures of the applicant, without reasonable excuse, to make use, to a reasonable extent, of a previous street trading consent.
- d. any relevant information brought to the Council's attention by one of the consultees such as previously selling counterfeit, or any prohibited goods mentioned below.

k) Prohibited goods

Street trading consent will not be granted for the sale of the following items:

- a. alcohol except for consumption with a sit down meal at the premises (see Section 8.0 below)
- b. firearms and replica firearms
- c. knives
- d. weapons and replica weapons
- e. tobacco products
- f. fireworks
- g. articles that would typically be sold in sex shops
- h. animals
- i. Training of food traders

Businesses trading in hot or cold food must ensure all food handlers hold at least a Foundation Certificate in Food Safety accredited by the Chartered Institute of Environmental Health, or the Royal Society of Health, or the Royal Institute of Public Health and Hygiene (or equivalent). The certificate must be no more than three years old.

m) Food hygiene rating

Businesses trading in hot or cold food must have a rating of four or more under the Food Standards Agency's Food Hygiene Rating Scheme. New businesses will be given a one-month leeway period to achieve the necessary rating.

n) Sanitary accommodation

Consent holders and their employees must have access to suitable and sufficient sanitary accommodation at all trading times.

o) Waste Disposal

Consent holders must have in place suitable arrangements for the disposal of waste generated by their business. It is the responsibility of each trader to ensure that all refuse generated by or collected upon their pitch is taken away with them or disposed of by suitable waste provision arranged by the trader themselves.

- 7.2 In addition to the considerations listed in paragraph 7.1 above, nothing in this policy or in any street trading consent that has been issued shall relieve the consent holder, or any person employed by them, of any obligation to comply with all other legislation, whether national or local. It is the obligation of the consent holder to familiarise themselves and their employees with this legislation. The Council may revoke a street trading consent for any failure to comply with national or local legislation.
- 7.3 The Council is unable to refuse a street trading consent application on the grounds that it feels there were enough shops or street traders in the area already selling similar products.
- 7.4 The Council cannot issue a street trading consent to a trader for locations and times when a market is operating. Traders wishing to trade within a market should contact the market organiser to discuss trading.
- 7.5 If there were to be multiple applications for a consent where the numbers granted would be limited, the applications will be assessed against the policy criteria and no advantage would be given to a previously authorised trader.

8.0 Street trading and the Licensing Act 2003

- 8.1 Street traders that either serve hot food or drink at any time between 23:00-hrs and 05:00-hrs the following day or sell alcohol will also require a Premises Licence under the Licensing Act 2003.
- 8.2 It is the responsibility of the business operator to ensure they have a Premises Licence where it is needed. Details of the licensing process under the Licensing Act 2003 can be found on the Council's website.
- 8.3 A trader will not be allowed to trade if a Premises Licence is needed but not been issued.

9.0 Duration of street trading consents and fees.

- 9.1 Street trading consents can be issued for the following durations:

Daily

2/3 day event

Weekly

Monthly

Annually

- 9.2 Fees will be set and reviewed annually as part of the Council's fees and charges setting process.
- 9.3 Should the consent holder wish to vary the Consent at any time during the life of the consent, an administration fee will be charged.
- 9.4 Registered charities wishing to apply for a Street Trading Consent will receive a 50% discount on the occasional or annual fee.
- 9.5 Details of the current fees and charges can be found on the Council's website. Details of the fee structure for this new policy can be found in Appendix 2 below.

10.0 Access to information held by the Council

- 10.1 All non-personal information provided as part of the street trading consent process is subject to disclosure by the Council under the Freedom of Information Regulations and the Openness of Local Government Bodies Regulations. These regulations place a duty on the Council to disclose this information; it is not a discretionary power.
- 10.2 To aid the disclosure requirements mentioned in paragraph 10.1 above, the Council will maintain a register of granted street trading consents on its website which will be updated regularly. This will include the name of the business, location of trading and the expiry date of the consent.

11.0 Street trading consent applications

- 11.1 Each static street trading consent application can only relate to one site. Therefore, if a trader wishes to trade from different sites at different times, they must apply for each one separately other than applications for peripatetic street traders.
- 11.2 Each application is subject to fees and charges set out on the Council's website.
- 11.3 A consent will not be granted to any person under the age of 17.
- 11.4 All street trading consent applications and renewal applications must be made in writing and consist of:
 - a) Full name and address of the applicant.
 - a) a map showing all streets and other public areas within a radius of 200 metres from the proposed location of the street trading site, where the trader is static. Maps are not required for peripatetic traders such as ice-cream vans. The map shall be to a scale of 1:2000 and clearly indicate the location of the site in the centre of the map, and the locations of other street traders and outlets trading in the proposed area.
 - b) a letter, where trading is proposed on private land, from the landowner confirming that the applicant has permission to trade from the site. This may be subject to additional fees and charges imposed and collected by the landowner.

- c) a passport-style photograph of the applicant.
 - d) proof of eligibility to work in the UK.
 - e) four colour photographs of the trading unit illustrating the different elevations of the unit.
 - f) evidence that both applicant and assistants have completed the required food hygiene qualification (for food related applications – see paragraph 6.1 above).
 - g) evidence of having a suitable method for waste disposal where applicable.
 - h) Days and times that the applicant wishes to trade.
 - i) Nature of the goods to be sold.
- 11.5 Street trading consent applications must be accompanied by the correct fee before the application will be processed.
- 11.6 Street trading cannot start before the street trading consent has been issued. Trading without consent is illegal and would be subject to enforcement action. All enforcement action will be in line with the Council's published Enforcement Policy which is available on the Council's website.
- 11.7 Either at the time of the application, or once the application has been approved and prior to it being issued, the applicant must provide the Council with the following:
- a) An original copy of a certificate of insurance covering the street trading activity for third party and public liability risks up to £5 million
 - b) A current MOT certificate and insurance documents where a motorised vehicle will be used for street trading
- 11.8 Where appropriate the vehicle, van, trailer, stall or other device to be used for the proposed street trading activity will be inspected by an Authorised Officer of the Council, prior to the issue of any issuing any Street Trading Consent.
- 11.9 If there were multiple applications for a consent where numbers granted will be limited due to the location, the applications will be assessed against the policy criteria and that no advantage would be given to a previously authorised applicant.

12.0 Consultation on applications

- 12.1 The Council will carry out a consultation process for all street trading consent applications with relevant interested persons and organisations before a street trading application is considered. These include:
- a) Mid Sussex District Council's internal teams:
 - i. Environmental Health
 - ii. Parking
 - iii. Food Safety Team

- b) Sussex Police
 - c) West Sussex County Council Highways
 - d) the appropriate Town or Parish Council
 - e) the appropriate District Council Ward Councillor(s)
 - f) any other consultee that officers consider appropriate.
- 12.2 Consultees will be provided with a copy of the traders application form to allow them to make an informed decision.
- 12.3 Consultees will be asked to respond in writing (preferably email) within twenty-one days. Observations, recommendations or objections received as a result of the consultation will be taken into consideration when the application is determined. Any objections must be linked to the street trading consent considerations listed in section 7.0 above.
- 12.4 Affected local residents or businesses are able to make representations through their Town or Parish Council or their local District Council Ward Councillor.
- 12.5 Officers will assess the reasonableness and appropriateness of all objections before they are taken into consideration.

13.0 Street trading consent renewals

- 13.1 Existing consent holders should submit their application, if they wish to have continuity of trading, at least six-weeks before the expiry of their current consent. At this time, the Council will consult, as detailed above, to determine if the street trader is a cause for concern or has been the subject of complaints.
- 13.2 If a renewal application is not made at least six-weeks before the expiry of the current licence, the Council will not have sufficient time to process the application before the current consent expires. Where this occurs, the trader will have to stop trading when the current consent expires and will not be allowed to trade until the new consent is issued.
- 13.3 An application to renew an existing street trading consent will not be determined until all fees have been paid and documentation provided to the Council, which will result in the applicant not being permitted to engage in street trading once the previous consent has expired.

14.0 Street trading consent transfers

- 14.1 A street trading consent cannot be transferred or sold to another person except to a member of the consent holder's immediate family in the event of the consent holder's death or incapacity.
- 14.2 All transfers are subject to a fee payment.
- 14.3 The sub-letting of a pitch or consent location is prohibited and will result in revocation of the consent.

15.0 How applications will be determined

- 15.1 All applications will be determined by an officer of the Licensing Team.
- 15.2 The officer will evaluate applications against the criteria set out in this policy and then consider all reasonable and appropriate objections. Reasonable and appropriate objections are those that relate to the criteria set out in Section 7.0 above.
- 15.3 The officer will approve the application if it:
- a) meets the criteria set out in this policy, and
 - b) there are no reasonable and appropriate objections.
- 15.4 If the application:
- a) does not meet the criteria in this policy, or
 - b) there are reasonable and appropriate objections
- the authorised officer may contact the applicant and objectors to attempt to resolve the potential reasons for refusal. The authorised officer, applicant and objectors may discuss:
- a) changes that could be made to the proposed location, goods or trading hours and
 - b) additional conditions that could be introduced to mitigate any concerns.
- 15.5 If the applicant refuses the offer of a meeting, they will either introduce additional conditions or refuse the application.
- 15.6 If the objections and failure to meet the criteria in this policy can be resolved by changing the application and/or introducing additional conditions the officer will approve the application.
- 15.7 If the objections and failure to meet criteria in this policy cannot be resolved by making changes to the application or introducing additional conditions the officer will refuse the application.

16.0 Refusal to issue a street trading consent

- 16.1 Where the council refuses an application the applicant will be informed in writing of the reasons for not granting the application.
- 16.2 There is no statutory right of appeal against refusal to issue a street trading consent however applicants who feel that their application has been dealt with unfairly are able to complain through the Council's corporate complaints procedure
- 16.3 Trading will not be permitted during the appeal period when an application has been refused and can only take place within the conditions of any street trading consent that has already been granted where the appeal relates to conditions that have been imposed.

17.0 Reasonable use of the site

- 17.1 The geography of Mid Sussex means there are limited locations for static street traders to trade. Therefore, to ensure fairness to other potential traders, static street traders are expected to make reasonable use of the site to which their consent applies. Failure to do so is grounds for the Council to withdraw or amend the consent.
- 17.2 Reasonableness will be determined on a case-by-case basis. However, generally the consent trader will be expected to trade within the terms of their consent unless they are on holiday or unwell.
- 17.3 Where a consent holder is not able to trade for a period greater than two- weeks, then the consent holder must notify the Council as to the reasons for this.

18.0 Multiple applicants for the same area

- 18.1 Multiple street trading consents may be granted to different applicants for the same static site provided different trading days/times are applied for. At any one time only one consent holder will be permitted to trade on a site.
- 18.2 For peripatetic traders such as ice-cream vans, the Council will not limit the number of traders in a town or village for the reasons set out in paragraph 7.

19.0 Temporary closure of a site

- 19.1 The consent holder will vacate the pitch upon request, and for as long as necessary, to enable highway inspections, repairs, street works and highway improvements to be undertaken, or if the pitch is required to facilitate temporary traffic and/or pedestrian management arrangements.
- 19.2 No compensation will be paid to the consent holder for lost trading days by Mid Sussex District Council as a result of the above or for any loss of business as a result of unforeseen occurrences on the highway network.

20.0 Street trading consent conditions

- 20.1 All street trading consents will be subject to standard conditions which are set out in Appendix 1 of this policy.
- 20.2 Where it is felt reasonably necessary the officer determining the application may add additional conditions to the street trading consent if they are needed to support the street trading consent considerations in Section 7.0 above.

21.0 Complaints

- 21.1 Legitimate complaints regarding street trading will be fully investigated and consent holders shall be expected to liaise with the Council to resolve them. Substantiated complaints may result in a consent being revoked.

- 21.2 Complaints may also be taken into account when considering an application to renew a street trading consent.

22.0 Review

- 22.1 This policy will be reviewed every five years, but a review can be triggered by a change in legislation or other relevant factors.

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Street naming and numbering policy

Adopted January 2010

Revised August 2025

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1.0 Definitions

- 1.1 References to 'the Council' mean Mid Sussex District Council.
- 1.2 References to 'local council' mean the relevant town or parish council.

2.0 Introduction

- 2.1 The appropriate naming of streets, and naming and numbering of buildings forms the basis for identifying property related information for the purposes of :-
 - 2.1.1 Record keeping e.g. legal transactions, taxation.
 - 2.1.2 Delivery of post by the Royal Mail and courier services.
 - 2.1.3 Responses to emergencies by ambulance, police, and fire services.
 - 2.1.4 Delivery of central and local government services
- 2.2 This document sets out the Council's approach to its street naming and numbering obligations and provides guidance to developers and building occupiers on the naming and numbering of streets and buildings.

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- 2.3 Mid Sussex District Council have the legal powers to allocate street names and building numbers, and ensure that the allocated name and number is displayed in an appropriate manner.
- 2.4 The guidelines are relevant both to new developments, and the renaming/renumbering of existing streets and buildings. The Council will require a submission for all new developments. The renaming/renumbering of existing streets and buildings is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the occupiers, post services, or emergency services.

3.0 Statutory context

- 3.1 Mid Sussex District Council is the street naming and numbering authority. The Council has a statutory duty to ensure that any new development is properly assessed and provided with street names and property numbers where the Council considers it is necessary.
- 3.2 The principal piece of legislation that applies to the naming and numbering of streets and buildings in the Mid Sussex area is the Towns Improvement Clauses Act 1847, Section 64 & 65, which the Council has adopted pursuant to the Local Government Act 1972 Schedule 14, Part II, Section 24 & 25. This includes responsibility for erecting the names of streets and ensuring that the numbers of buildings are displayed by the owners.
- 3.3 The Council uses Department for Transport Circular Roads 3/93 as the basis for its approach in respect to the design and installation of street nameplates.
- 3.4 Amendments to street names are governed by the Levelling-up and Regeneration Act 2023, Section 81.
- 3.5 The Council is also obliged to maintain a central database of street names and property addresses (the Local Land and Property Gazetteer) using the British Standard for addressing, BS7666. All addresses created must adhere to this standard.
- 3.6 The Council does not have statutory powers relating to property naming. Property names are a matter for property owners.

4.0 The role of local councils

Street names

- 4.1 It is the policy of the Council to fully involve local councils in the street naming process. Local councils have an important role to play in ensuring that new street names have local support and are relevant to the area and its history.
- 4.2 The Council will always consult with the relevant local council over proposed street names. In cases where there is difference between the name submitted by a developer and that preferred by the local council, the Council will generally support the adoption of the name proposed by the local council.

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- 4.3 While developers are welcome to submit their own suggestions for street names, they are strongly advised to consult with the relevant local council before doing so. Early consultation with a local council can prevent delays to the street naming process.
- 4.4 Local councils shall only agree to, or provide, the principle element of a street name. The application of appropriate suffixes shall be reserved to the Council. This is to allow flexibility in the application of names, particularly on larger multi street developments.

Property names

- 4.5 The Council will not consult when a proposal is received to add or change a property name. Where a new named development, such as a block of flats, is proposed, local councils are advised to contact the developer directly if they wish to have a dialogue over possible naming options.

5.0 The role of the Royal Mail

- 5.1 The Royal Mail's role in address creation is to provide a valid postal code. Their postal data products such as PAF™ are used by the majority of consumer service providers and private delivery firms and so non inclusion within Royal Mail data can lead to considerable problems for occupiers. The Council will always consult with the Royal Mail on applications for street naming & numbering.

6.0 Applications for street naming and numbering

- 6.1 The Council should be contacted at the earliest possible stage of a proposal, preferably before building work commences. If an application is submitted to the Council at a late stage and is subsequently rejected, numerous problems can arise, particularly if purchasers have bought properties marketed under an unapproved name.
- 6.2 Developers must be aware that marketing names are not to be confused with street names. It should be pointed out in the literature distributed to purchasers that marketing names used for the development may not form part of the final postal address. The Council reserves the right in all circumstances to replace a marketing name with a street name/s of its choosing.
- 6.3 In order to process an application for street naming and numbering, the Council will require the following:
 - 6.3.1 A detailed layout plan of the development clearly marked with the plot numbers of the proposed scheme. This plan must indicate the main entry point for each property in context with the adjacent street.
 - 6.3.2 Detailed floor plans for blocks of flats, clearly marked with plot numbers. The main entrance to the flats shall be clearly marked in relation to the adjacent street.

7.0 Consultation procedure

- 7.1 Suggestions for road names may be submitted by the developer for consideration. The Council will then consult the following:

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- 7.1.1 Relevant local councils;
- 7.1.2 Royal Mail;
- 7.1.3 Other council departments and organisations as necessary.

8.0 Street naming

8.1 When naming a street the Council will give consideration to the following criteria:

- 8.1.1 The name should reflect the history and heritage of the land intended for development. If no suitable historical name can be found for the land then other sources or themes may be utilized;
- 8.1.2 The name must not duplicate an existing name within the same postal area;
- 8.1.3 The name should not be phonetically to similar names within the same postal area;
- 8.1.4 With the sole exception of the immediate royal family, the use of the names of living persons will not be permitted, as the future conduct of individuals cannot be guaranteed;
- 8.1.5 Deceased persons names should only be used where there is a historical connection to the locality. An appropriate amount of time shall have elapsed following a death before a name shall be considered. Permission of the family should normally be obtained;
- 8.1.6 The name should not be difficult to pronounce or awkward to spell;
- 8.1.7 Concerns relating to perceived prestige or property value are not material considerations;
- 8.1.8 Names should not be perceived to have more than one meaning or be offensive;
- 8.1.9 New street names will generally have a suffix applied from the following (non exhaustive) list, unless a proposed name is considered by the Council to be naturally self terminating:

| | | | |
|---------|----------------------|--------|---------------------|
| Acre | Avenue | Bank | Bower |
| Brow | Chase | Close | Coppice |
| Copse | Corner | Court | Crescent |
| Croft | Cross | Dell | Dene |
| Drive | End | Field | Gardens |
| Gate | Glade | Glebe | Grange |
| Green | Grove | Heath | Hill |
| Hollow | Holt | Knowle | Lane |
| Mead | Meadow | Mews | Mill |
| Orchard | Parade | Park | Path ¹ |
| Place | Platt | Rest | Ride |
| Ridge | Rise | Road | Row |
| Shaw | Spinney | Square | Street ² |
| Terrace | Twitten ¹ | Vale | View |
| Villas | Walk ¹ | Warren | Way |
| Weald | Willows | Wood | |

¹ Normally applicable where the principle access is pedestrian (non vehicular)

² Not permissible within the boundary of Haywards Heath

9.0 Provision of street nameplates

Nameplates for new developments

- 9.1 The developer shall be responsible for providing the nameplates for a new street once the name has been agreed with the Council. New street nameplates must adhere to a specification provided by the Council. The specification for nameplates is available upon request.
- 9.2 Unless otherwise agreed with the Council, street nameplates should be positioned on each corner of the new road where it enters from the existing street scene. This is to ensure that the street name is immediately visible to road users approaching from either direction. Where a new street has multiple access points, then nameplates will be required at each access point.
- 9.3 Street name plates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The name plate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable the distance may be varied up to a maximum of 6 meters.
- 9.4 Street name plates should be mounted so that the lower edge of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
- 9.5 Where a developer fails to install the nameplates or provides nameplates that do not meet with the Council's written specification, then the Council reserves the right to carry out appropriate remedial work and charge the developer on a time and materials basis.

Local council street nameplate colour preferences

- 9.6 Each local council has expressed a preference as to the colour of the nameplates to be used within their area. A table is included as Appendix 1 to this policy that sets out these requirements.

Replacement and maintenance

- 9.7 Following installation, the Council will take over responsibility for the future maintenance and replacement of all street nameplates, provided they have been installed to the Council's specification.

Provision of street nameplates on private roads

- 9.8 The Towns Improvements Clauses Act 1847 draws no distinction between public and private roads. Whilst the initial provision of signage shall be the responsibility of the

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developer, the Council will undertake to repair and maintain street nameplates relating to private roads. This is to ensure that proper identification of streets can be maintained at all times, regardless of ownership.

- 9.9 Private residents associations are at liberty to install their own signage provided that it meets with a suitable and durable specification and does not in itself constitute a breach of planning control. Where a private residents association identifies itself to the Council, then the Council will be happy to work with that association to ensure that appropriate nameplates are provided.

Wording on street nameplates

- 9.10 The principle purpose of a street nameplate is to indicate the name of the street. Occasionally, it is necessary to add additional wording, but this wording shall be limited to displaying a statement of fact such as the term 'Private Road' where a street is not maintained at the public expense, directional arrows, official number clarification and occasional specific clarifications related to mixed private road and public footpath/bridleway. Exceptional wording may be included at the discretion of the Council.
- 9.11 The use of 'Leading to' shall be limited to three additional street names in a smaller text size. This is to prevent the creation of large unsightly signage that is impractical for drivers to read.
- 9.12 The statutory highways signage for no through roads, a 'T' plate, shall be used in preference to explicit wording in the majority of cases. The terms 'No through road' or 'Cul-de-sac' will only be used in exceptional circumstances.



- 9.13 The Council will not permit or support the use of wording that has the intention of restricting or directing the use of a street. Terms such as 'No parking', 'No turning' or 'Residents Only' will not be included on street nameplates. Restrictions on vehicular access are a separate matter of highways law and have their own dedicated signage.
- 9.14 The inclusion of property names on street nameplates is not permitted. This is to limit the liability to the Council for the cost of changing a sign at public expense when a private house name is changed.

Attachments to street nameplates

- 9.15 The Council does not permit any form of attachment to a street nameplate without its express written consent. The Council accepts no responsibility for, and reserves the right to remove, any attachment from a street nameplate without warning or consent. Signage so removed will be disposed of, and the Council will not entertain requests for compensation or replacement.

10.0 Building numbering

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- 10.1 The Council is responsible for the allocation of numbering of properties. Numbers are allocated to enable the easy and rapid location of buildings by both routine and emergency callers.
- 10.2 The Council will develop naming and numbering schemes for new developments having regard to:
 - 10.2.1 The nature of the development and its position within the existing street scene;
 - 10.2.2 The requirements for local authorities, as set out in the guide to 'Data Entry Conventions and Best Practice for Addresses published by Geoplace and available from <https://www.geoplace.co.uk/>
- 10.3 The primary focus of the numbering scheme is to ensure the development is easily identifiable, particularly to emergency services. Cosmetic concerns or those relating to perceived prestige or property value are not material considerations.
- 10.4 House numbers will be applied to all new developments. The use of names will only be considered in exceptional circumstances.
- 10.5 Properties will be numbered into the street from which they are primarily accessed. Primary access is generally taken to mean the front door. The Council will not entertain requests for properties to be numbered into adjacent streets unless there are exceptional circumstances such as emergency service access requirements.
- 10.6 Being a rural area, the use of property names is widespread. Where properties have a name and no number the Council has the power to create numbering schemes for existing roads and make residents use house numbers. Because of the disruption this may cause to residents, this would only be undertaken if significant problems with addressing were brought to the Council's attention.
- 10.7 Developers must not allocate property numbering.
- 10.8 Numbering sequences can be attributed in many different ways. The Council will generally adhere to the following conventions:
 - 10.8.1 As you enter a development, numbers should appear - odds on left, evens on right;
 - 10.8.2 Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found.
 - 10.8.3 If a small development, properties will be numbered consecutively e.g. 1- 8;
 - 10.8.4 If one or more dwellings are built between two others usually a suffix of 'a' 'b' 'c' etc. is added to the number;
 - 10.8.5 Blocks of flats may be given a name with each dwelling being numbered consecutively;
 - 10.8.6 Numbers with superstitious, religious, or cultural connotations will not be omitted;
 - 10.8.7 Gapping in the normal sequence of numbers may be permitted where the Council determines that there is scope for further development.

11.0 Building naming

- 11.1 The Council exercises no statutory control over the naming of buildings. However, residents and developers are strongly advised to contact the Council when adding a new name or changing an existing name to ensure that name is officially recognised. The Council consults with the Royal Mail to ensure the name is not duplicated within the local area. A name will not be officially recognised if it duplicates an existing name in the same postcode area or if it is likely to cause offence.
- 11.2 For existing properties, the addition of a house name is permitted where a numbering scheme is in place. It must be clear however, that the name is an addition to the number and not a replacement. The original number must be displayed on the property, and quoted within an address on all correspondence. Under no circumstances may a name replace a number as the primary form of address.

12.0 The display of names and numbers

- 12.1 Every number or name, or number and name, of any building in any street, way, place, row of houses or block shall be marked:-
- 12.1.1 On the building, the entrance gate, boundary wall or fence immediately adjacent to the gate or entrance of such a building, or in such other position as to be clearly visible from the street or way in which the building is situated.
- 12.1.2 With numerals or lettering of such colour as to contrast with the background against which they are displayed.
- 12.1.3 With numerals or letters of sufficient size to render them clearly visible from the street in which the building is situated.
- 12.1.4 In a durable material, which shall be deemed to include paint.
- 12.2 The number or name, or number and name, shall ideally be marked not more than 3.6 metres or less than 0.75 metres above the ground.
- 12.3 The numerals of which any number is composed shall be Arabic in character.
- 12.4 In addition to these guidelines developers and building owners should be aware that planning permission maybe required in the following instances:
- 12.4.1 Listed buildings: if the proposed display would affect the special character of the building. Even relatively small-scale displays or alterations may require listed building consent;
- 12.4.2 Advertisement Control: it is possible that a display may be deemed to be a sign requiring consent under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.
- 12.5 If you are in doubt about the display of the name and number you are advised to consult the regulations and contact the Planning Department for further advice.

13.0 Renaming of streets

- 13.1 On rare occasions, it may be necessary to rename a street, or part of a street. This is usually only carried out when:
- 13.1.1 There is confusion over a street's name;
 - 13.1.2 Residents of the street are unhappy with their street name;
 - 13.1.3 New development, or a significant change to the nature of the street compels the Council to consider changing the name.
- 13.2 Where a change is requested by residents, the Council will require initial evidence that 50% or more of the households and/or business premises on the street are supportive of the change before progressing the request. Evidence may be provided by way of individual letters or emails of representation, or by way of a signed petition. Names and addresses must be included and no anonymous submissions will be counted.
- 13.3 Irrespective of whether a change is being initiated by residents or the Council, the Council will undertake a formal written consultation with households and/or businesses on the street. The consultation will set out:
- 13.3.1 What change is being proposed;
 - 13.3.2 The reasons for making the change;
 - 13.3.3 Whether other options have been considered;
 - 13.3.4 The duration of the consultation period.
- 13.4 The Council will additionally consult with the local council and the Royal Mail.
- 13.5 Having considered the results of the consultation process, if the Council decides to progress a change to a street name, it will undertake a formal ballot of households and/or business premises on the street.
- 13.6 In order to permit the inclusion of businesses and to ensure that any decision is taken by those ultimately responsible for the properties on a street, the electorate shall be defined as follows:
- 13.6.1 One vote per household on the street, taken as meaning the registered Council Tax payer.
 - 13.6.2 One vote per business premise on the street, taken as meaning the registered National Non Domestic Rate payer.

Tenants are strongly advised to consult with their landlord before casting their vote.

- 13.7 Where a simple majority of two thirds in number of the total electorate are in favour of making the proposed change, then the Council may consider changing the name of the street.

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- 13.8 Where the Council agrees to change the name of a street, residents will be informed in writing of the new street name, the timeframe and arrangements for making the change and guidance on how to effect the change to their addresses.
- 13.9 In circumstances where a street or section of street has no registered Council Tax or National Non Domestic Rate payers, then the Council will consult with the local council only before making a change.

14.0 Renumbering of streets

- 14.1 On rare occasions, it may be necessary to renumber an existing numbered street, or add numbers to a street comprising named properties. This is usually only done as a last resort when:
- 14.1.1 New properties are built and there is a need for other properties to be renumbered to accommodate the new properties;
 - 14.1.2 The number of named-only properties in a street is deemed to be causing confusion for visitors, delivery or emergency services;
 - 14.1.3 A group of residents are unhappy with the naming/numbering used within their street.
- 14.2 In the first instance, the Council will attempt to work with all parties to effect a resolution by consensus. Normal consultations will be carried out with the local council and Royal Mail.
- 14.3 The Council may seek to impose a change where it can be demonstrated that it is required for reasons of proper public administration. A formal report will be brought before the appropriate committee for consideration and decision. Residents will be informed of this report and given the opportunity to make representations through the normal procedures outlined in the Council's constitution. The decision of the Council shall be final, and residents will be informed in writing of their new addresses if the Council decides to alter the numbering system in use.

15.0 Enforcement procedure

- 15.1 The Towns Improvement Clauses Act 1847, in appropriate circumstances, allows councils to affix approved street numbers to buildings and to recover costs incurred. In addition, the provisions of the Act result in offences being committed when owners or occupiers remove, cover or obliterate street names or numbers.
- 15.2 The normal council approach is to encourage occupiers to display the correct name / number in an appropriate manner. Where it is evident that failure to do so could result in failure of postal delivery services or emergency services to identify adequately the premises, then the Council may pursue enforcement action.

16.0 Further information and advice

- 16.1 For further information or advice may be obtained from:

MID SUSSEX DISTRICT COUNCIL

Street Naming & Numbering Officer
Mid Sussex District Council
Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

Email: addressqueries@midsussex.gov.uk
Website: <https://www.midsussex.gov.uk/streetnaming>
Tel: 01444 477175

- 16.2 Postcode enquiries should be directed in the first instance to the Royal Mail Address Management Centre.

17.0 References

- 17.1 The following documents were referred to by the Council in developing this policy:
- 17.1.1 Towns Improvement Clauses Act 1847 - Section 64 & 65
Public Health Acts Amendment Act 1907 - Section 21
Levelling-up and Regeneration Act 2023 – Section 81
<https://www.legislation.gov.uk/>
 - 17.1.2 Department for Transport Circular Roads 3/93
https://webarchive.nationalarchives.gov.uk/ukgwa/*/http://www.dft.gov.uk/pgr/roads/tpm/tal/circulars/ular393streetnameplatesa4055.pdf
 - 17.1.3 British Standard for addressing - BS7666
<https://knowledge.bsigroup.com/>
 - 17.1.4 Data Entry Conventions and Best Practice for Addresses
<https://www.geoplace.co.uk/>

Appendix 1

Colour preferences for street nameplate design for local councils.

| PARISH | COLOUR PREFERENCE |
|----------------------------------|------------------------------------|
| Albourne | White lettering – green background |
| Ansty and Staplefield | White lettering – green background |
| Ardingly | White lettering – green background |
| Ashurst Wood | White lettering – green background |
| Balcombe | White lettering – green background |
| Bolney | White lettering – green background |
| Burgess Hill | Black lettering – white background |
| Cuckfield | Black lettering – white background |
| East Grinstead | Black lettering – white background |
| Fulking | White lettering – green background |
| Hassocks | White lettering – green background |
| Haywards Heath | Black lettering – white background |
| Horstead Keynes | White lettering – green background |
| Hurstpierpoint and Sayers Common | White lettering – green background |
| Lindfield | Black lettering – white background |
| Lindfield Rural | White lettering – green background |
| Newtimber | White lettering – green background |
| Poynings | White lettering – green background |
| Pyecombe | White lettering – green background |
| Slaugham | White lettering – green background |
| Turners Hill | White lettering – green background |
| Twineham | White lettering – green background |
| West Hoathly | White lettering – green background |
| Worth | White lettering – green background |

Meeting notes
4th August 2025

Attendees:

M Khadr (Yellowstone Finance)
Cllr, Coote, Cllr Williams, Cllr Bingle, Cllr Pointer
L Bannister (Chief Officer)

A CGI plan for the site is being developed but is not yet finished. MK showed what she has so far. This shows the Royal Oak building with a similar frontage from the street view, which will have 4-6 flats on the first floor, and a community space on the ground floor.

Car parking is to the left of the building, and a retail unit to the rear of the site. This parking is for the retail unit.

The car park will have a couple of electric vehicle charging points. It would be preferred to be fast charging points.

The Parish Council owned grassed area to the right of the building is being shown as a recreation area, and MK suggested that this should be fenced in.

The community centre will be for functions or whatever the community needs.

MK is already in conversations with businesses to take the retail unit.

The retail unit would have plant and machinery to the back of the building so that it doesn't cause a disturbance to existing residents.

There are some changes to make to this image, such as bringing the ground floor windows down to the ground and images of the interior community space.

There are some surveys to finish and then MK intends to do a pre app with MSDC, and if possible will fast-track this.

A concern was raised about the width of the pavement on the bottom corner of the junction with Station Road. MK would not be looking to encroach on the pavement at all, just to enclose the grassed area for child safety.

Councillors would like to see a CGI of the fence and the interior of the community space.

MK has developed similar property in Southampton, Walthamstow, Hythe and Battersea.

Will site be developed or sold? Aim is to develop the site themselves, and to retain ownership of the freehold.

Suggestion to speak to Crawley Down Working Party, which is a private meeting, as an initial engagement with the Parish Council, to be followed by community engagement.

They will bring forward the tenant of the retail unit when starting community engagement, so that people can see who it is.

PC requested that site is dealt with ASAP as the building is falling farther into disrepair.

Potentially would request a long lease of the grassed area from the Parish Council. Cllr Williams noted that this area is used for a Santas Grotto each year.

The aim would be to begin a pre app at the start of September, with a view to attending CDWP mid-October.

There is already planning permission to extend the site to the rear.

MK apologised for the delay in getting to this point, this was due to not being happy with the CGI designs.

CRAWLEY DOWN WORKING PARTY

9TH JULY 2025

Attendees

Dan Webber, Merrow Wood

Cllr Wilson, Cllr Cruickshank, Cllr Coote, Cllr Bingle, Cllr Williams, Cllr Kipps, Cllr Gibson

K Webb, CDWP member

L Bannister, Chief Officer

Notes of meeting

DW thanked members for allowing him to attend, he hoped to have a constructive discussion.

DW had put together information following concerns that were raised at the site visit.

Access

The original drafting referred to access through either Sycamore or Woodlands. At the time of this site being allocated in the District Plan, lots of residents of Woodlands were against this being used as an access and put a lot of pressure on the Inspector. However, a Statement of Common Ground was signed in August 2022 by MSDC to allow either Sycamore or Woodlands for access.

Pre application

The pre application process was started with MSDC and WSCC in September 2024. WSCC has confirmed that Woodlands Close is acceptable for access in their view.

Highways

The transport consultants have completed all reports, WSCC has only recommended to include dropped kerbs. They have met the parking requirements on site, and are in excess of the amount required by the Crawley Down Neighbourhood Plan.

The forecasting for vehicle movements shows that these will peak at 38 per hour.

They are not planning any changes to priorities in Kiln or Acorn.

Drainage

They have completed a large amount of onsite testing and believe there to be a low risk of flooding. They drilled boreholes to 4m depth in February/March and no water was found.

There will be permeable paving to slow water to travel to two drains. Two SUDS will be onsite. The west area of the site has a runoff of 28.3 litres per second and post development this will be restricted to 8.9. The east area has a runoff of 16.6 and this will be restricted to 5.1.

The drainage design has been put together to allow capacity for a 100-year flood event, plus a 45% climate change allowance.

The basins will be designed to encourage biodiversity.

Merrow Wood appreciate that local developments have damaged the local pond. They are more than happy to commit to strict planning conditions.

Concerns were raised following the Taylor Wimpy development and how drainage was dealt with there. It was suggested that mitigations were put in place not only on site, but also along the stream and at the pond, with plans to check on this regularly.

The rear of Woodlands Close is a high point on the site, and the site drains almost entirely into the stream.

Any new hardstanding will be porous, water from this will be collected and diverted towards the SUDS. Even patios and driveways will be permeable, along with all roads.

It was noted that building can change the water course, so the current design needs to take that into account.

General

This is a full detail application, not outline.

There is not yet a housing association set. Members made a couple of suggestions.

The housing need in the village is for homes to own. Houses will be offered to the local community first.

Merrow Wood is not planning shared ownership.

The types of houses will be set based on MSDC's requirements.

Ecology

Merrow Wood has completed extensive research. There are no bat roosts, but there is evidence of foraging. There is also evidence of badgers and newts in the area. The newts don't appear to be onsite, but are in the local area (although they were not able to get access to all the local ponds).

The design seeks to incorporate as much habitat protection as possible.

It was suggested that the Nature Restoration Fund could be made use of. DW will speak to their ecologist about this.

Neighbours to the north of the site on Sycamore and Hornbeam will be least impacted by the loss of view. The SUDS will help this. There will be a 30-45m separation to the north.

All trees and hedges on neighbouring boundaries are to be retained.

Neighbours

The resident with a garage attached to the homes to be demolished has not yet been spoken to. Members feel this should have already happened as they will need reassurance about how this will work in practice.

MSDC/WSCC feel that the house on the island is acceptable due to the amount of green corridor to be left. Merrow Wood is now working with the resident to mitigate their needs.

Communications

WPC has seen lots of angry residents, which has been heightened due to the way the consultation has been dealt with. Normally an applicant will do their consultation around the time of a pre application.

DW claimed that their consultation is in line with the expectations of MSDC, who felt it was a small site and a 'light touch' approach would be suitable.

Members impressed that the consultation has not helped the local situation, and has not helped the community to feel that they have had a true chance to have their voices heard.

MSDC suggested that it would be good to find out what people want in terms of S106.

DW accepted that Merrow Wood has fallen down on mishandling sensitive issues with the community. One of the reasons for not starting engagement early was to protect the privacy of the people who have sold their homes.

DW also accepted that their approach has not been met with approval from WPC. Their feedback does focus on S106 but also allows people to forward 'free text' comments. 29 feedback forms have been completed. Merrow Wood has had 1249 unique hits on their website.

Only 500 leaflets were sent, members felt this should have included all of the access roads that would be impacted by the development.

The top three results for S106 were flood protection to Burleigh Wood and Hazel Rise, improvement to the King George Field and tennis courts, and playground improvements.

DW is unsure what charging schedule will be used, but is happy to use the emerging one. It is up to MSDC to do the calculation.

Members suggested that communication improves.

Construction

Members requested that there is a strong construction management plan with a clearly defined route for construction traffic which includes waiting areas for HGVs. Strict hours of construction should be set.

DW was thanked for his time and for taking the criticisms well. Members hope that communications improve going forward.

Meeting closed at 8.40pm

Planning and Highways Committee Meeting Applications to be Ratified.

Type 1 Applications

| Application | Planning History | Suggested Submission |
|---|--|---|
| <p><u>DM/25/1593</u></p> <p><u>Woodlands Close and Land to The North of Burleigh Lane</u> <u>Crawley Down Crawley West Sussex RH10 4JZ</u></p> <p>The demolition of numbers 9-11 Woodlands Close together with the demolition of other existing buildings on site and erection of 48 dwellings (Use Class C3) with open space, landscaping, car parking and associated infrastructure including provision of internal access roads and access road onto Woodlands Close</p> | | Extension granted till after the Committee Meeting on the 1st of September. |
| <p><u>DM/25/1023</u></p> <p><u>Crabbet Park Equestrian Centre Turners Hill Road Turners Hill Crawley West Sussex RH10 4ST</u></p> <p>The demolition of the existing site office and construction of a single dwelling and associated works.</p> | DM/16/2996- Residential occupation of existing mobile home to house a member of staff to provide overnight security for the protection of the premises and horses. Permitted | Defer to Officer |

Type 2 Applications

| Applications to be ratified | Planning History | Suggested Submission |
|---|--|---|
| <p><u>DM/24/2957</u></p> <p><u>The Prince Albert Copthorne Bank Copthorne Crawley West Sussex RH10 3QX</u></p> <p>Sever existing land to retain existing public house use and area of pub garden and erect a convenience store and 4 no. apartments with associated works, including alterations to the existing vehicular access and car park (Amended plans and retail justification received 1 May 2025) (Updated drainage, ecology and landscaping information received 26 June 2025)</p> | <p>DM/15/1820- Two storey extension to existing public house to provide 8 no. letting rooms, extended kitchen and staff accommodation. Permitted</p> | <p>Defer to officer noting our previous objection.</p> |
| <p><u>DM/24/2401</u></p> <p><u>The Platt Turners Hill Road Crawley Down Crawley West Sussex RH10 4EY</u></p> <p>Erection of pre-school and associated works (Amended Travel Plan received 14.07.2025)</p> | | <p>Support noting previous consultee submissions</p> |
| <p><u>DM/25/0708</u></p> <p><u>Firs Farm Copthorne Common Copthorne Crawley West Sussex RH10 3LF</u></p> <p>Redevelopment of the site to provide 5 dwellinghouses with associated amenity space and parking; hard and soft</p> | <p>DM/25/0053 Conversion of a storage building to form two dwellinghouses (2 x Use Class C3 Single Family Dwellinghouses). Refused.</p> <p>There are Multiple applications for this site all of which have been refused.</p> | <p>Defer to Officer Noting over development of site</p> |

| | | |
|--|--|--|
| landscaping; cycle and refuse storage; change of use of land to residential garden for existing dwellinghouse and associated access works. (Flood Risk Assessment and Drainage Report received 18.07.2025) | 8 appeals, 2 of which are pending, the other dismissed or withdrawn. Previous comments have been Defer to officer noting over development of Site and is not in line with the Copthorne neighbourhood plan | |
|--|--|--|

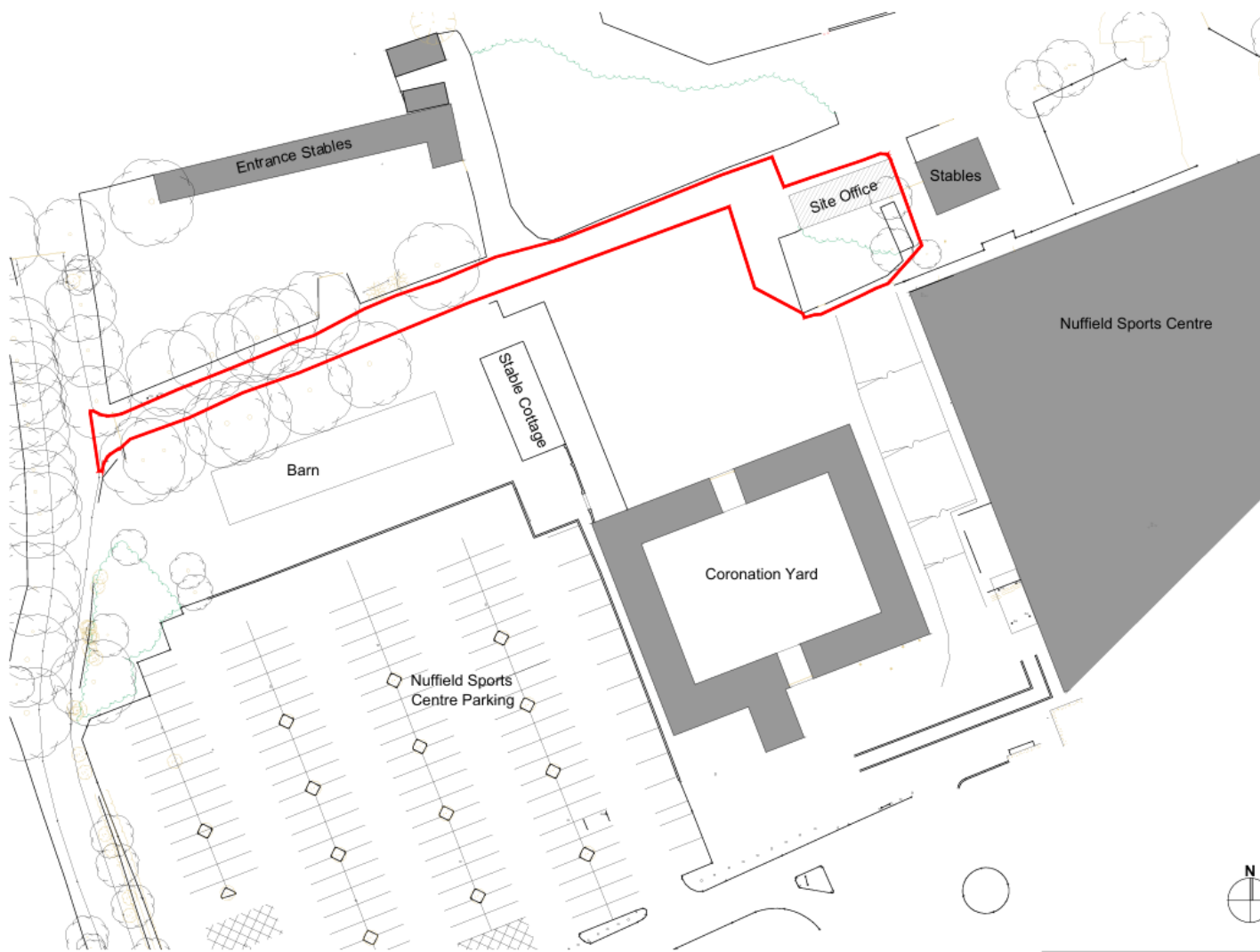
Tree Applications to be Ratified

| Applications to be ratified | Planning History | Suggested Submission |
|--|------------------------|-----------------------|
| <p><u>DM/25/1620</u></p> <p><u>Westway Copthorne Crawley West Sussex RH10 3QS</u></p> <p>Oak (T1) - Reduce crown by 2m.</p> | No recent applications | Defer to tree Officer |
| <p><u>DM/25/1810</u></p> <p><u>Trees At Marstal, Copthorne Bank And 2 The Glebe Copthorne Crawley West Sussex RH10 3RP</u></p> <p>T1 Red Oak (at Marstal Copthorne Bank) - remove all overhanging branches and stem back to boundary. T2 English Oak (at 2 The Glebe) - reduce in height to approximately 8 metres</p> | | Defer to Tree Officer |

DM/25/1023

**Crabbet Park Equestrian Centre Turners Hill
Road Turners Hill Crawley West Sussex RH10
4ST**

The demolition of the existing site office and construction of a single dwelling and associated works.



| Notes | |
|--|----------------|
| — | Site Boundary |
| | Proposed Works |

| Rev | Date |
|-----|------|
|-----|------|



Gavin Jones Architecture

Project Details

Site Office Building
Crabbet Park
RH10 4SW

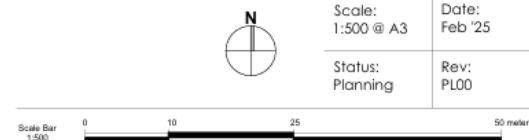
Drawing Details

Title:
Block Plan

| | |
|----------------|--------------------|
| Job no. 038 | Drawing no. 002 |
|----------------|--------------------|

| | |
|----------------------|------------------|
| Scale: 1:500 @ A3 | Date: Feb '25 |
|----------------------|------------------|

| | |
|---------------------|--------------|
| Status: Planning | Rev: PL00 |
|---------------------|--------------|



01 - Block Plan
1:500



01 - Existing Site Plan
1:100

Rev Date



Gavin Jones Architecture

Project Details

Site Office Building
Crabbet Park
RH10 4SW

Drawing Details

Title:
Existing Site Plan

Job no.
038

Drawing no.
003

Scale:
1:100 @ A3

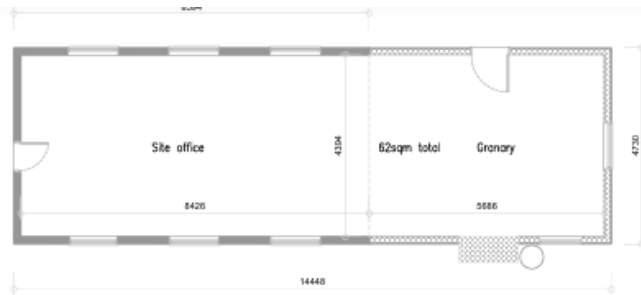
Date:
Feb '25

Status:
Planning

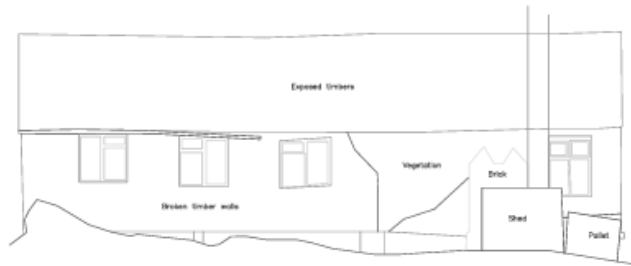
Rev:
PL00

Scale Bar
1:100
0 1000 3000 5000 10000 Millimeters

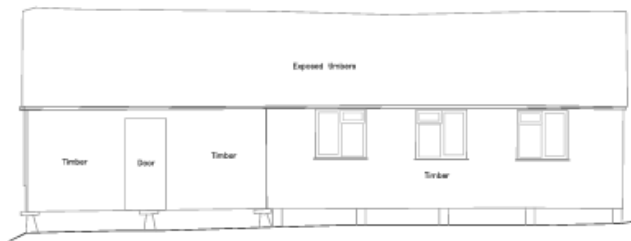




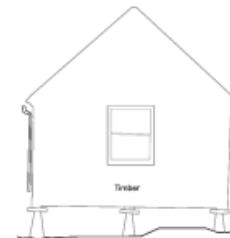
01 - Existing Floor Plan
1:100



02 - Existing South Elevation
1:100



03 - Existing North Elevation
1:100



04 - Existing West Elevation
1:100



05 - Existing East Elevation
1:100

| | |
|--|---------------------|
| | Existing building |
| | Mid 19th C. Granary |

Rev _____ Date _____



Gavin Jones Architecture

Project Details

Site Office Building
Crabbet Park
RH10 4SW

Drawing Details

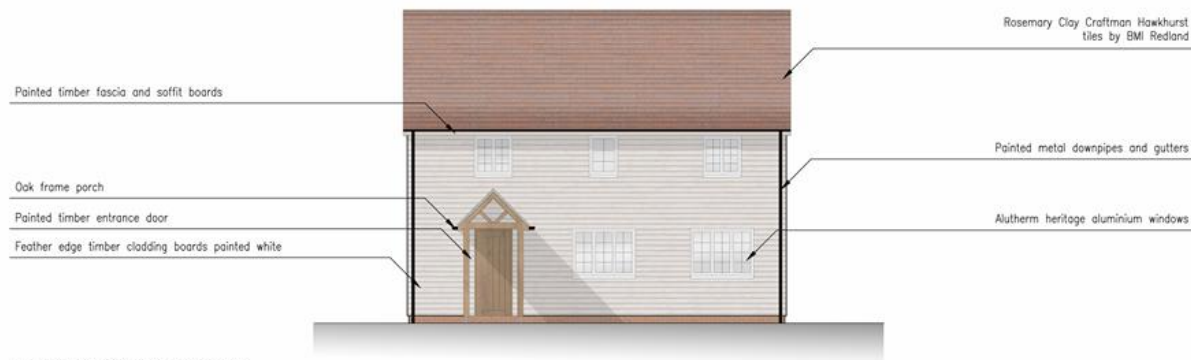
Title:
Existing Plans and Elevations

Job no. 038 Drawing no. 010

Scale: 1:100 @ A3 Date: Feb '24

Status: Planning Rev: PL00





01 - Proposed Front Elevation
1:100



02 - Proposed Rear Elevation
1:100

| Rev | Date |
|-----|------|
| | |



Gavin Jones Architecture

Project Details

Site Office Building
Crabbet Park
RH10 4SW

Drawing Details

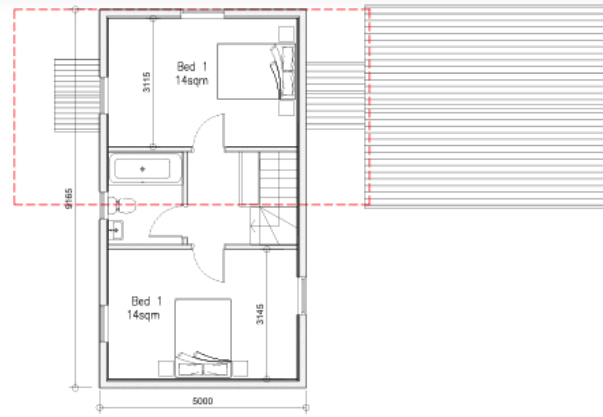
Title:
Proposed Front & Rear
Elevations

| | |
|----------------|--------------------|
| Job no. 038 | Drawing no. 030 |
|----------------|--------------------|

| | |
|----------------------|------------------|
| Scale: 1:100 @ A3 | Date: Feb '24 |
|----------------------|------------------|

| | |
|---------------------|--------------|
| Status: Planning | Rev: PL00 |
|---------------------|--------------|

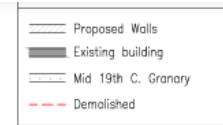




02 - Proposed First Floor Plan



01 - Proposed Ground Floor Plan



Rev _____ Date _____



Gavin Jones Architecture

Project Details

Site Office Building
Crabbet Park
RH10 4SW

Drawing Details

Title:
Proposed Floor Plans

Job no. 038 Drawing no. 020

Scale: 1:100 @ A3 Date: Feb '24

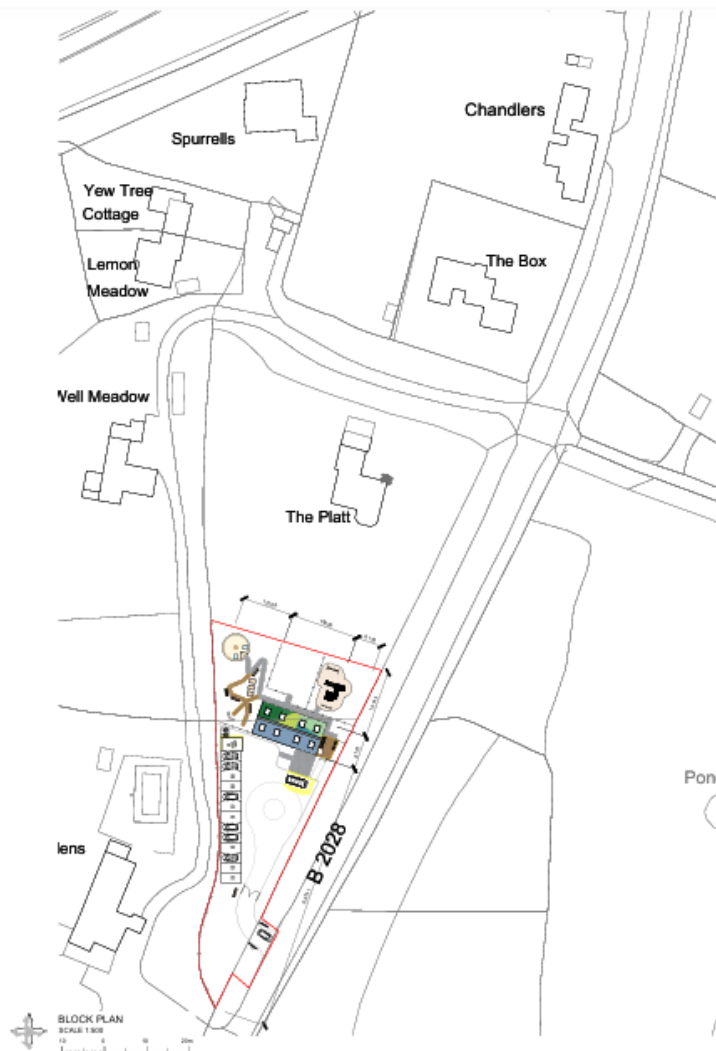
Status: Planning Rev: PL00



DM/24/2401

The Platt Turners Hill Road Crawley
Down Crawley West Sussex RH10 4EY

Erection of pre-school and associated works
(Amended Travel Plan received 14.07.2025)



COMMENTS:
 REPORT ALL ERRORS.
 ALL BUILDING AND SITE INFORMATION AND INFORMATION TO BE USED IN THE DESIGN OF THE PROJECT MUST BE VERIFIED BY THE DESIGNER. THE DESIGNER IS RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THEM BY THE CLIENT AND FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THEM BY THE DESIGNER. THE DESIGNER IS RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THEM BY THE CLIENT AND FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THEM BY THE DESIGNER.

NOTES:
 ALL BUILDING AND SITE INFORMATION AND INFORMATION TO BE USED IN THE DESIGN OF THE PROJECT MUST BE VERIFIED BY THE DESIGNER. THE DESIGNER IS RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THEM BY THE CLIENT AND FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THEM BY THE DESIGNER. THE DESIGNER IS RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THEM BY THE CLIENT AND FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THEM BY THE DESIGNER.

| Rev | Date | Revisions | Rev | Date | Revisions |
|-----|---------|-----------------------|-----|---------|-----------------------|
| 1 | 2020.05 | First drawing issued | 1 | 2020.05 | First drawing issued |
| 2 | 2020.05 | Second drawing issued | 2 | 2020.05 | Second drawing issued |
| 3 | 2020.05 | Third drawing issued | 3 | 2020.05 | Third drawing issued |
| 4 | 2020.05 | Fourth drawing issued | 4 | 2020.05 | Fourth drawing issued |
| 5 | 2020.05 | Fifth drawing issued | 5 | 2020.05 | Fifth drawing issued |

WIG DESIGN
 Architectural
 Design
 Practice

CIAT
 REGISTERED PRACTICE

Email: ciat@wigdesign.co.uk Mob: 07927 082880

Client:
 Widdowsons Pre School Limited

Job Title:
 Land to the South of the Platt
 Tuxford Hill Road
 Cusworth
 R410 6BY

**PROPOSED SITE
 LOCATION & BLOCK
 PLAN**

| | | | |
|--------------------|-----------------|-----------|----------|
| Scale shown @ (A1) | Date | 20 May 20 | Drawn By |
| Drawing No | 21-077-P-1006-H | | |



NOTED BY BUILDING REGULATION OFFICIAL
 FOR THE PROPOSED APPLICATION 2020/05/20

Wildlife & Pollinator Flowers



Grasscrete Paving



Acoustic Fence



DM/25/0708

Firs Farm Copthorne Common Copthorne
Crawley West Sussex RH10 3LF

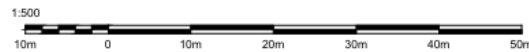
Redevelopment of the site to provide 5 dwellinghouses with associated amenity space and parking; hard and soft landscaping; cycle and refuse storage; change of use of land to residential garden for existing dwellinghouse and associated access works. (Flood Risk Assessment and Drainage Report received 18.07.2025)



01 Existing Site Location Plan
Scale 1:1250



02 Existing Block Plan
Scale 1:500



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All drawings are to be read in conjunction with relevant specifications and workmanship clauses.
Notes Plans are indication and subject to a full technical review of this building construction.

Notes:



- Ownership boundary
- Hardstanding - 2,598.1 m²
- Grass - 805.9 m²
- Earth mound - 253.5 m²
- Existing Tree
- Existing Group of Trees

| SCHEDULE OF AREAS | | |
|-------------------|--------------------|----------|
| BUILDING | GIA m ² | GIA Sqft |
| 1 | 25.00 | 269 |
| 2 | 145.18 | 1563 |
| 3 | 147.77 | 1590 |
| 4 | 75.74 | 815 |
| 5 | 44.65 | 481 |
| 6 | 32.62 | 351 |
| 7 | 46.26 | 498 |

Rev/Date | Revision note | By | Chkd
Status: **FOR PLANNING**

DEVTEC PROPERTIES
85 Carpenters, Billingshurst,
West Sussex, RH14 9BA
T: +44 (0) 1737 881 416
www.devtec-properties.com

Project Name: **Firs Farm**
Cophorne Common
Road, Cophorne
Project No. **23.0506**
Description: **Existing Site Location
and Block Plan**

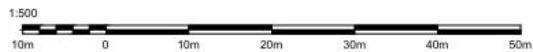
Drawn: **MS** Checked: **GS**
Scale: **AS** Date: **01/02/25**

Drawing No. **E-01-D** Rev **#**

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01 Proposed Site Location Plan
Scale 1:500



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All drawings are to be read in conjunction with relevant specifications and ownership details.
These Plans are indicative and subject to a full technical review of the building specifications.

Notes:



Ownership boundary

| SCHEDULE OF AREAS | | | |
|-------------------|-----------|--------|----------|
| PLOT | OCCUPANCY | GIA m2 | GIA sqft |
| 1 | 3b6p | 120.72 | 1,299 |
| 2 | 3b6p | 120.72 | 1,299 |
| 3 | 4b6p | 126.51 | 1,361 |
| 4 | 4b6p | 126.51 | 1,632 |
| 5 | 5b8p | 151.88 | 1,632 |

Rev/Date | Revision note | By | Chkd
Status: **FOR PLANNING**

DEVTEC PROPERTIES
85 Carpenters, Billingshurst,
West Sussex, RH14 9RA
T: +44 (0) 1797 591 416
www.devtec-properties.com

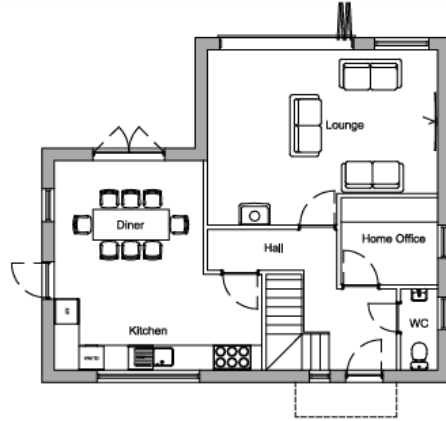
Project Name: **Firs Farm**
Copthorne Common
Road, Copthorne
Project No. **23.0506D**
Description: **Proposed**
Site Location and
Block Plan

Drawn: **MS** Checked: **GS**
Scale: **1:500** Date: **04/02/24**

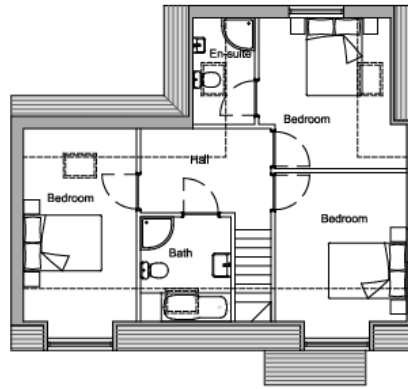
Drawing No. Rev

P-01-D **#**

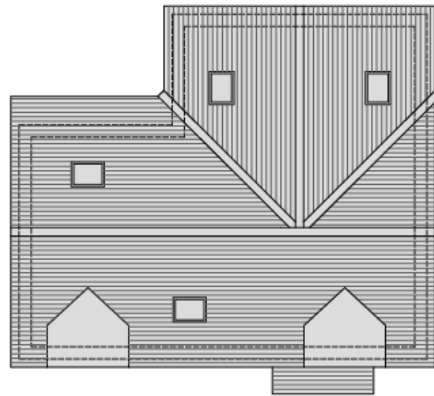
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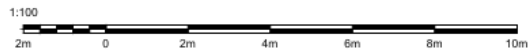
01 Ground Floor Plan
Scale 1:100



02 Second Floor Plan
Scale 1:100



03 Roof Plan
Scale 1:100



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Space Plans are indicative and subject to a full technical review of the building specifications.
Notes:



04 Key Plan
Scale 1:1250

| Rev | Date | Revision note | By | Chkd |
|-----|------|---------------|----|------|
| | | | | |

Status: FOR PLANNING

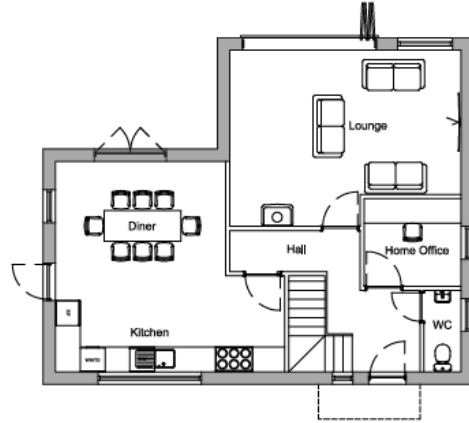
DEVTEC PROPERTIES
85 Carpenters, Billingshurst,
West Sussex, RH14 9RA
T: +44 (0) 1737 881 416
www.devtec-properties.com

Project Name: Firs Farm
Copthorne Common
Road, Copthorne
Project No. 23.0506-D
Description: Proposed Floor Plans
Plots 1 and 2
3B6P Detached House

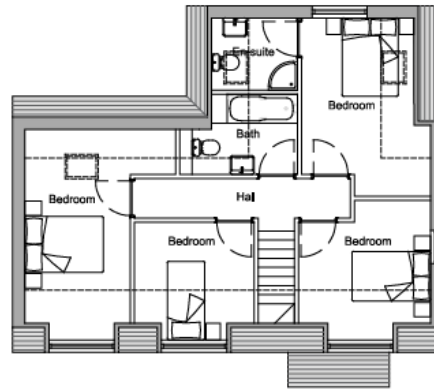
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Drawing No. Rev

P-02-D #

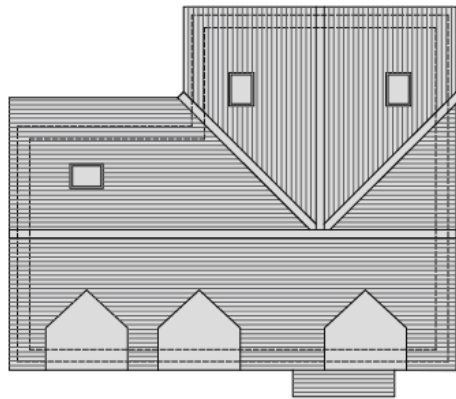
Devtec Properties 2023
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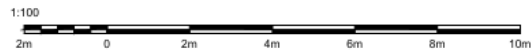
01 Ground Floor Plan
Scale 1:100



02 Second Floor Plan
Scale 1:100



03 Roof Plan
Scale 1:100



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All drawings are to be read in conjunction with relevant specifications and workmanship clauses.
These Plans are indicative and subject to a full technical review of the building specification.

Notes:



04 Key Plan
Scale 1:1250

Rev/Date | Revision note | By | Chkd
Status: FOR PLANNING

DEVTEC PROPERTIES
85 Carpenters, Billingshurst,
West Sussex, RH14 9RA
T: +44 (0) 1737 881 416
www.devtec-properties.com

Project Name: Firs Farm
Copthorne Common
Road, Copthorne

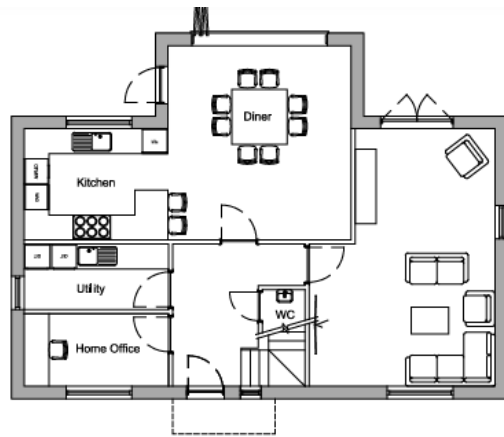
Project No. 23.0506-D

Description: Proposed Floor Plans
Plots 3 and 4
486P Detached House

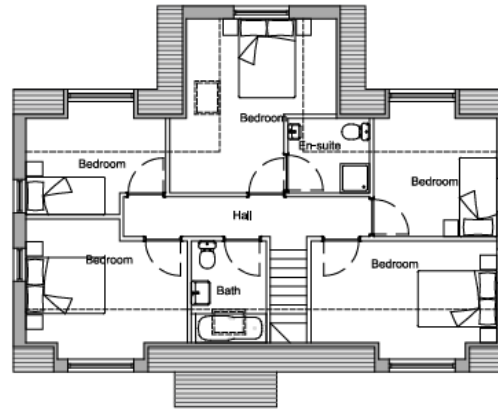
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Drawing No. P-04-D Rev #

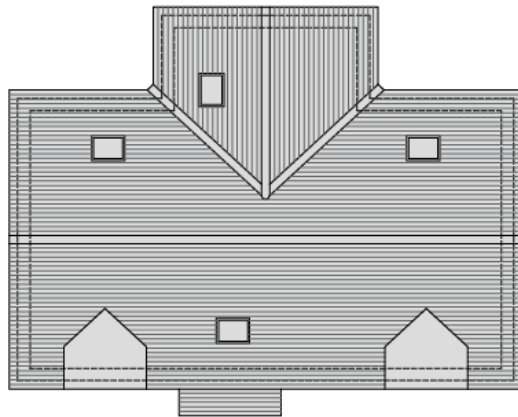
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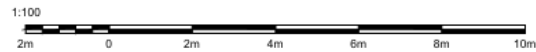
01 Ground Floor Plan
Scale 1:100



02 Second Floor Plan
Scale 1:100



03 Roof Plan
Scale 1:100



Any works are undertaken. Any discrepancies must be reported as soon as possible, in writing to Devtec Properties.
All drawings are to be read in conjunction with relevant specifications and workmanship clauses.
Signed Plans are indicative and subject to a full technical review of the building specification.
Notes:



04 Key Plan
Scale 1:1250

Rev/Date | Revision note | By | Ckd
Status. FOR PLANNING

DEVTEC PROPERTIES
85 Carpenters, Billingshurst,
West Sussex, RH14 9RA
T: +44 (0) 1737 881 416
www.devtec-properties.com

Project Name: Firs Farm
Copthorne Common
Road, Copthorne

Project No. 23.0506-D

Description: Proposed Floor Plans
Plot 5
5B8P Detached House

Drawn: MS Checked: GS

Scale: 1:100 Date: 09/02/25

Drawing No. Rev

P-06-D #

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01 Proposed Landscaping Plan
Scale 1:500



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All drawings are to be read in conjunction with relevant specifications and measurement codes.
These Plans are indicative and subject to a full technical review of the building specification.

Notes:

- N
- Ownership boundary
- Block Paving
- Access Road
- Bin/Cycle Stores
- TOTAL HARDSTANDING - 1,344.8 m²**
- Vegetated Garden - 1,942.5 m²
- Soft Landscaping - 370.2 m²
- Existing Tree Retained (6 No.)
- Existing Group of Trees Retained (3 No.)
- Existing Tree Removed (4 No.)
- Existing Group of Trees Removed (1 No.)
- New Tree Proposed (18 No.)
- New Native Hedgerow Proposed

Rev/Date | Revision note | By | Chkd
Status: **FOR PLANNING**

DEVTEC PROPERTIES
85 Carpenters, Billingshurst,
West Sussex, RH14 9RA
T: +44 (0) 1737 881 410
www.devtec-properties.com

Project Name: Firs Farm
Cophorne Common
Road, Cophorne
Project No. 23.0506c
Description: Proposed
Landscaping Plan

Drawn: MS Checked: GS
Scale: 1:500 Date: 04/02/24

Drawing No. Rev
P-08-D **#**

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DM/25/1620

Westway Copthorne Crawley West Sussex
RH10 3QS

Oak (T1) - Reduce crown by 2m.

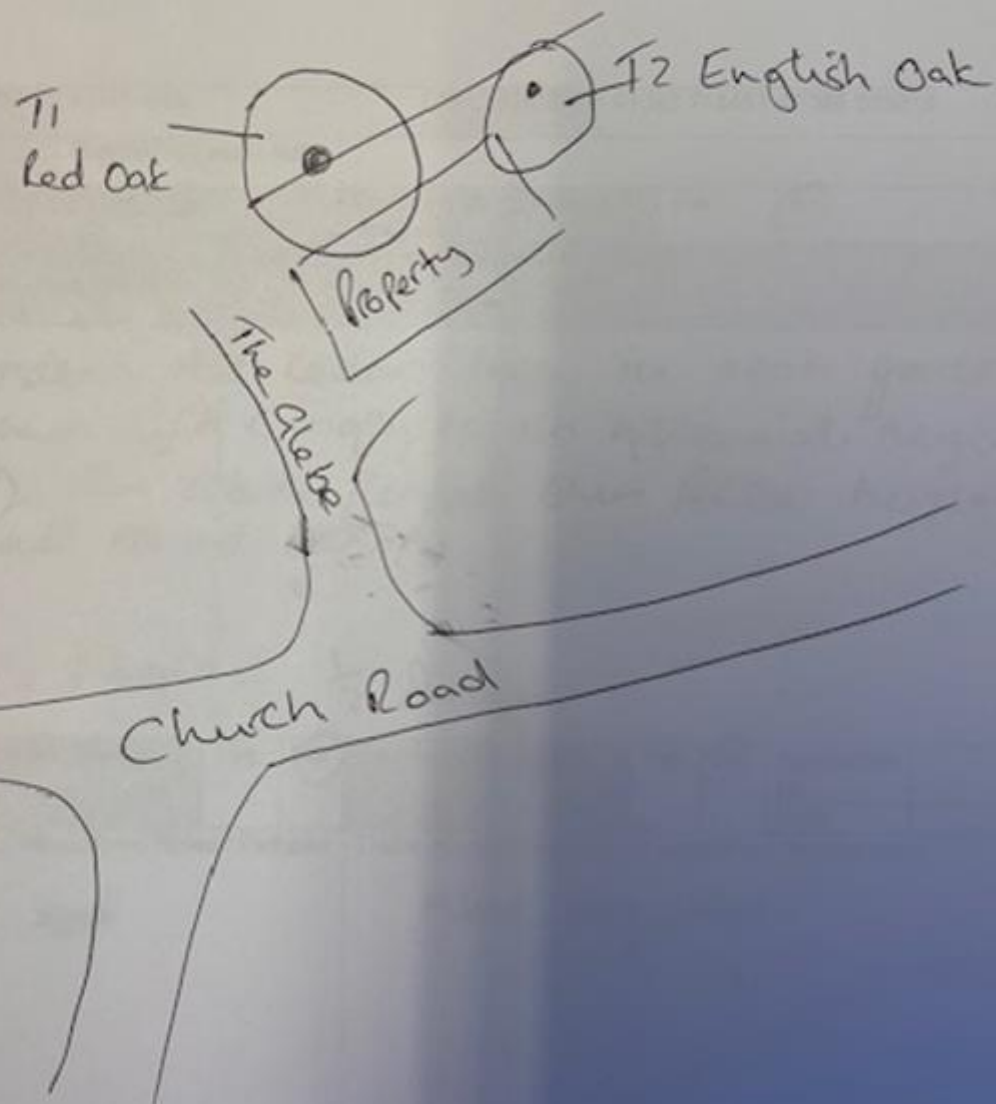


DM/25/1810

**Trees At Marstal, Copthorne Bank And 2 The
Glebe Copthorne Crawley West Sussex RH10**
3RP

- T1 Red Oak (at Marstal Copthorne Bank) - remove all overhanging branches and stem back to boundary.
- T2 English Oak (at 2 The Glebe) - reduce in height to approximately 8 metres

Copthorne
West Sussex



Planning and Highways Committee Meeting Applications to be Ratified.

Type 1 Applications

| Application | Planning History | Suggested Submission |
|---|--|--|
| <p><u>DM/25/1864</u></p> <p><u>Hurst House Copthorne Common Copthorne Crawley West Sussex RH10 3LG</u></p> <p>Permission in Principle for the development of 3 to 4 residential dwellings (including the existing dwelling)</p> | <p>DM/22/0525 - Demolition of existing dwelling and re-development with 6 x 2-bedroom flats and 1 x 3-bedroom self-build dwelling, together with improved access and parking within curtilage of site. Refused</p> <p>DM/15/5105- Outline application and consideration of access details for the demolition of existing buildings and the construction of up to 50no. dwellings with associated access. Refused</p> <p>Appeals on both dismissed or withdrawn.</p> | <p>Have asked for an extension, comments due by the 13th of August currently.</p> |

Type 2 Applications

| Applications to be ratified | Planning History | Suggested Submission |
|--|--|-------------------------|
| <p><u>DM/24/2862</u></p> <p><u>79 Church Lane Copthorne Crawley West Sussex RH10 3QG</u></p> | <p>No previous planning history. Previous comment Defer to Officer</p> | <p>Defer to Officer</p> |

| | | |
|--|--|------------------|
| Two storey side extension and single storey rear extension (revised plans received 24.07.2025) | | |
| <u>DM/25/1313</u> <u>Ellaby Copthorne Bank Copthorne Crawley West Sussex</u> <u>RH10 3QZ</u> Side ground floor extension. Replacement roof to existing conservatory. Glazed flat roof extensions either side of the existing conservatory (Amended Plans 31.07.2025) | No recent planning activity. Previous comment, Defer to Officer | Defer to Officer |

Tree Applications to be Ratified

| Applications to be ratified | Planning History | Suggested Submission |
|-----------------------------|------------------|----------------------|
| No Applications | | |

DM/25/1864

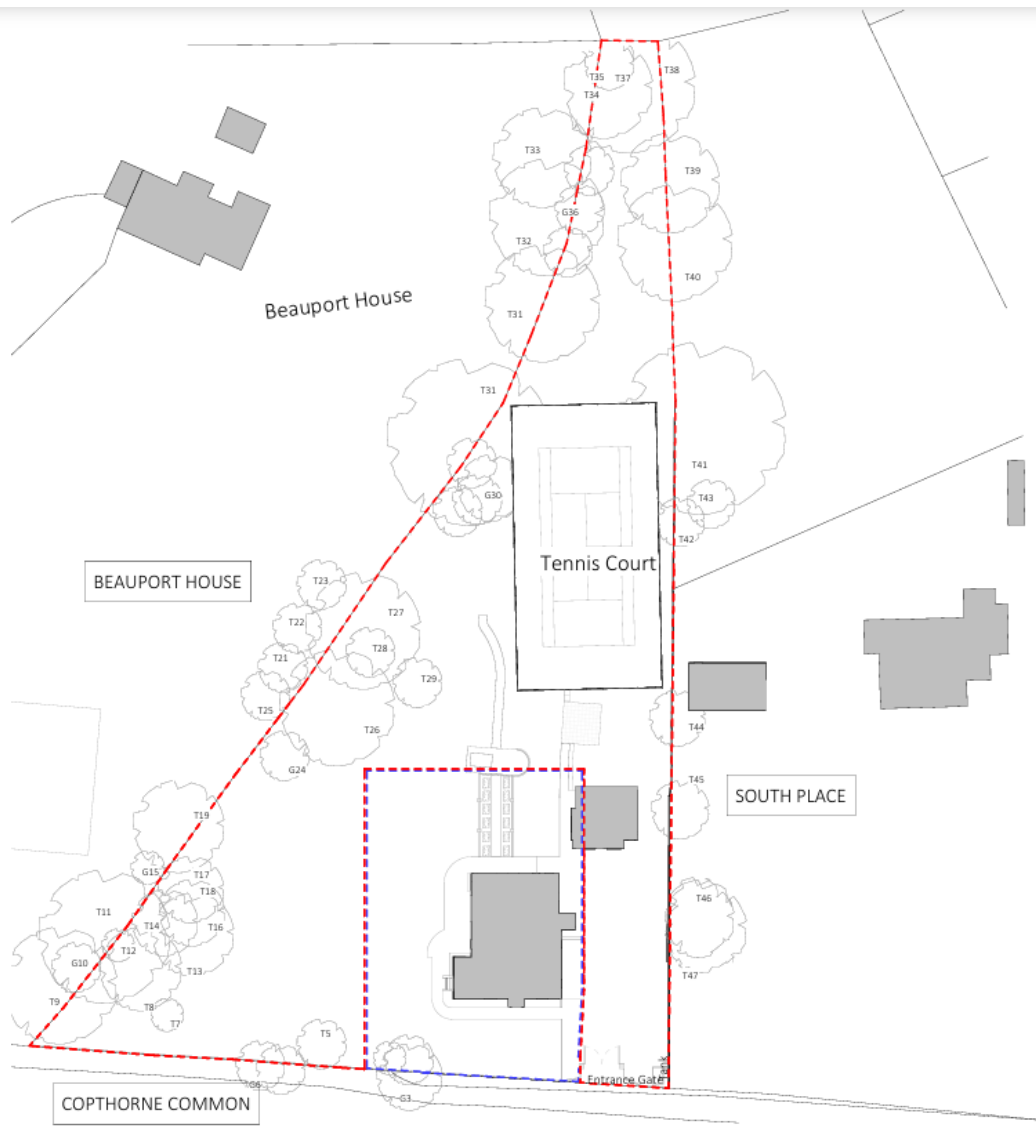
Hurst House Copthorne Common
Copthorne Crawley West Sussex RH10
3LG

Permission in Principle for the development
of 3 to 4 residential dwellings (including the
existing dwelling)



Hurst House, Copthorne Common, Copthorne, Crawley, RH10 3LG





SCALE 1:200

DO NOT SCALE FOR CONSTRUCTION

SPEEDY
PLANS.CO.UK
admin@speedyplans.co.uk



PROJECT
Hurst House, Common
Road

CLIENT
R Crane

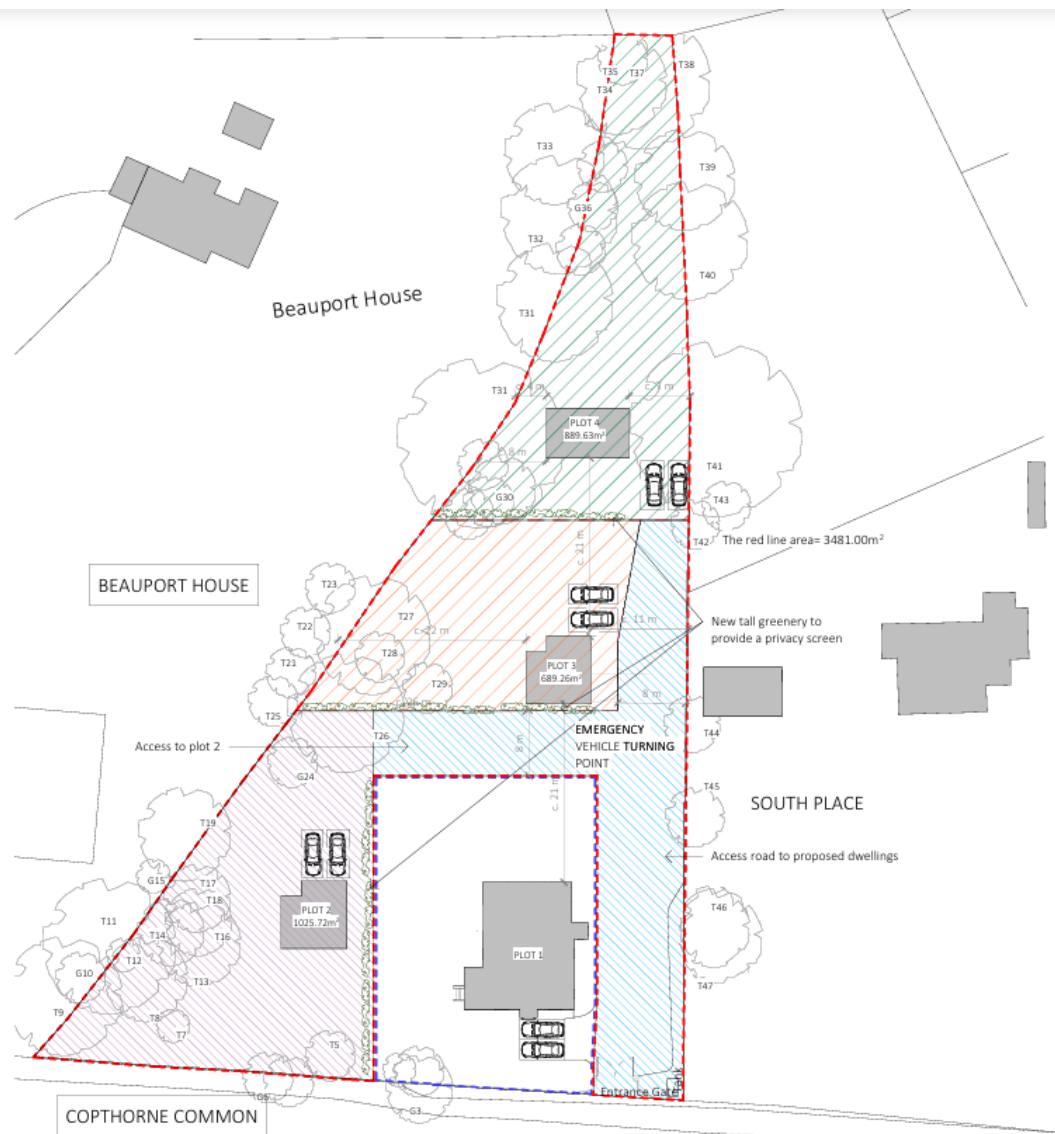
DRAWN | CHECKED | FOR
SP | SP | Pre-App

SCALE
1 : 500@A3

TITLE
Existing site plan

DRAWING N°
0166- SA- XX-XX-DR-A-1001 P1

PROJECT | DRAWN | 2024 | 17/07/2025 | 10:00 | 10:00 | 10:00



0 2 4 6 8 10m

SCALE 1:200

DO NOT SCALE FOR CONSTRUCTION

SPEEDY
PLANS.CO.UK
admin@speedyplans.co.uk



PROJECT

Hurst House, Common Road

CLIENT

R Crane

DRAWN | CHECKED | FOR

SP | SP | Pre-App

SCALE

1 : 500@A3

TITLE

Indicative site plan

DRAWING N°

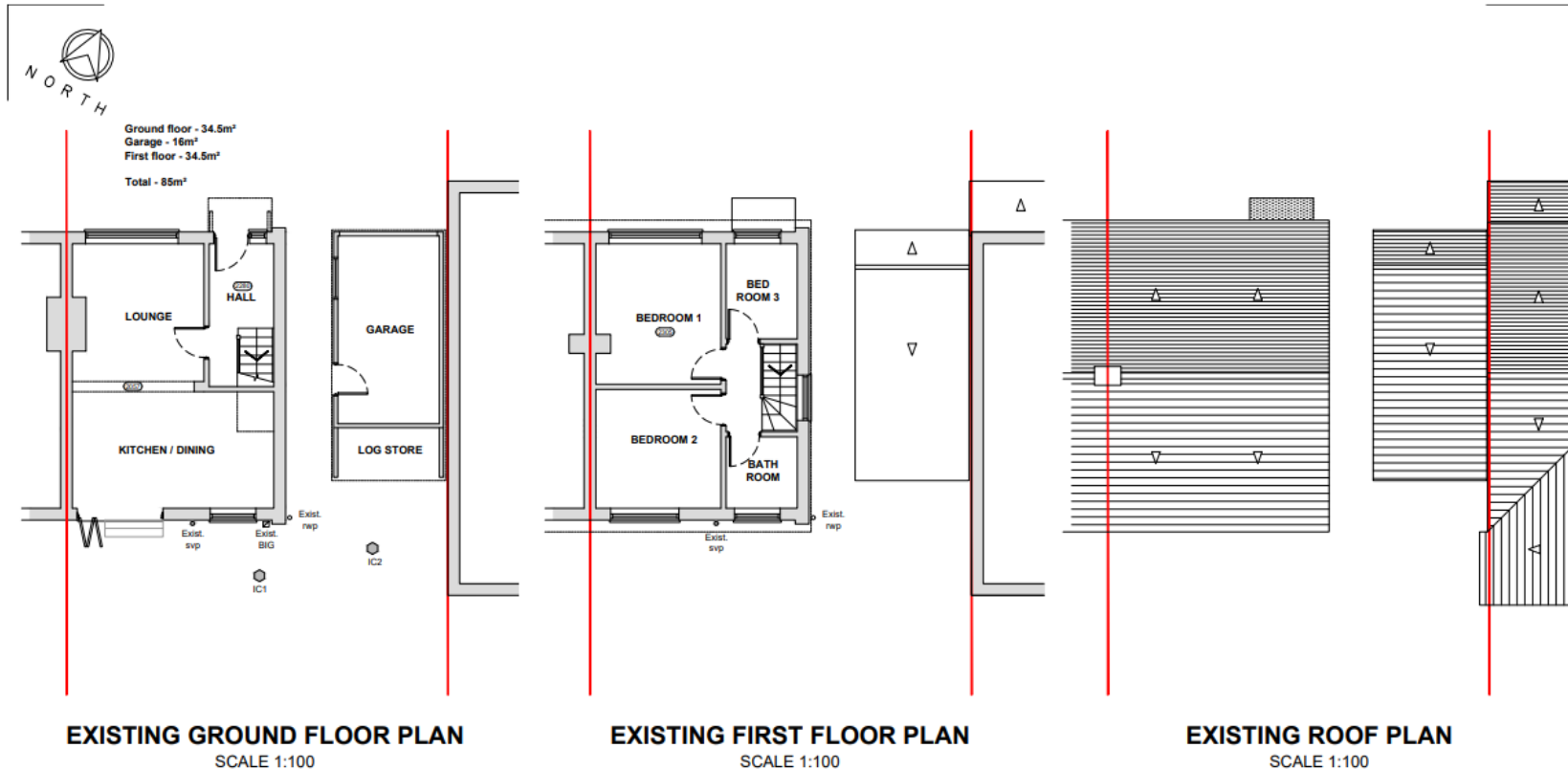
0166- SA- XX-XX-DR-A-1102 P1

PROJECT | DESIGNER | DATE | SCALE | DRAWN BY | CHECKED BY

DM/24/2862

79 Church Lane Copthorne Crawley West
Sussex RH10 3QG

Two storey side extension and single storey rear extension (revised plans received 24.07.2025)



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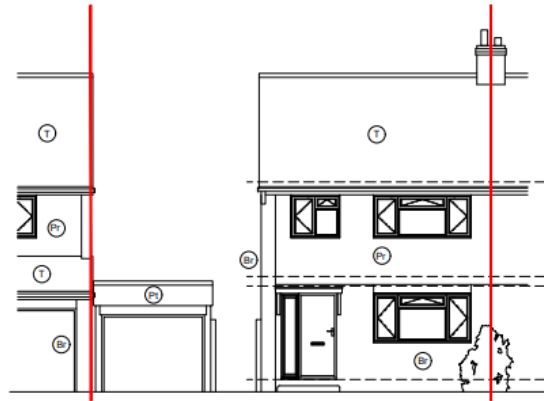
1. The works shown have been drawn for submission to the local
planning authority and are not to be used for construction.
2. No works shall commence until planning approval has been
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No works to commence without either full plans building
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factors which either preclude the works from construction or add
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services, abnormal foundation designs, due to trees, ground
conditions or any underground structure or obstruction, condition
of the existing building.

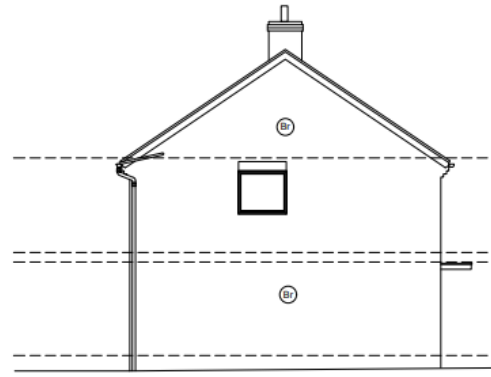
DMA
BUILDING DESIGNS

UNIT 4B, RUDGWICK BRICKWORKS, LYNNWICK ST
RUDGWICK, HORSHAM, WEST SUSSEX, RH12 3DH.
TEL No 01403 822220 Mobile 07730 523447
Email - admin@dmabuildingdesigns.co.uk

| | | | | |
|------------|--|-------------|------------------------------|------------|
| CLIENT | MR B RAINES | P1 | ISSUED FOR PLANNING APPROVAL | 08.11.2024 |
| REV | DESCRIPTION | DATE | | |
| DRAWING | EXISTING FLOOR PLANS | | | |
| PROJECT | TWO STOREY SIDE AND SINGLE STOREY REAR EXTENSION. | | | |
| SCALE @ A3 | DATE | DRAWN | REVISION | |
| 1:100 | NOV 2024 | DE1291 / 02 | P1 | |



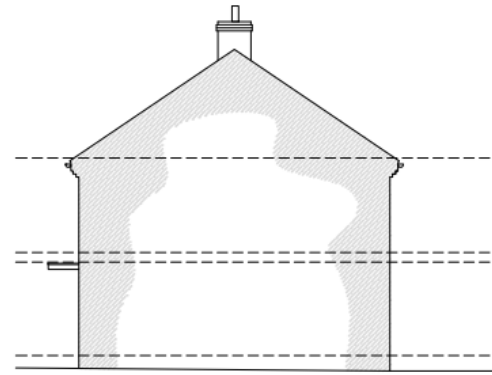
EXISTING FRONT ELEVATION
SCALE 1:100



EXISTING SIDE ELEVATION
SCALE 1:100



EXISTING REAR ELEVATION
SCALE 1:100



EXISTING SIDE ELEVATION
SCALE 1:100



| MATERIALS KEY: | |
|----------------|--|
| T | Concrete interlocking tile roof. |
| Pr | Plain clay tile roof. |
| Pr | Flat Roof. |
| Zs | Zinc Seam Roof. |
| Sh | Shingle Roof. |
| St | State Tile Roof. |
| Br | Facing Brickwork. |
| Th | Tile hanging. |
| Rf | Render Finish. |
| Tc | Timber Cladding. |
| Pc | PVC Cladding. |
| Sn | Stone Finish. |
| Pr | Pebble Dash Render. |
| WV | UPVC sealed double glazed casement units. |
| LS | Sealed double glazed sliding sash all bar. |
| CG | Obscure glazed. |
| BD | Bi-Fold doors - PC Aluminium. |
| PD | Patio Doors. |
| VW | Velux window. |

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 2. No works shall commence until planning approval has been
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No works to commence without either full plans building
control approval or a building notice served with the local
authority.
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checks by the contractor prior to commencement.
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services, abnormal foundation designs, due to trees, ground
conditions or any underground structure or obstruction, condition
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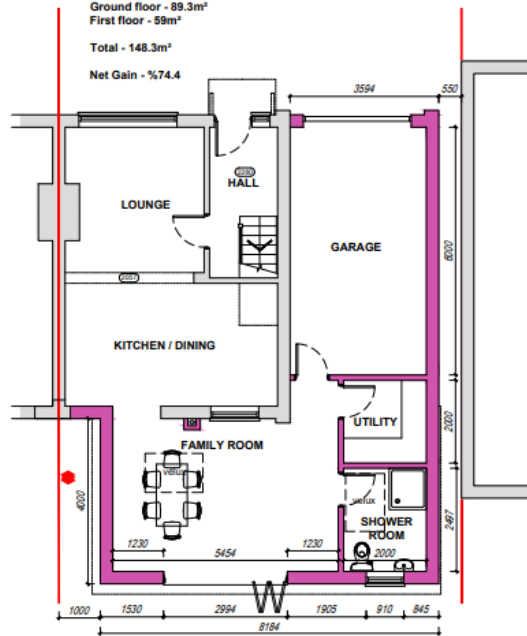
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CLIENT
MR B RAINES
PROJECT
**TWO STOREY SIDE AND SINGLE STOREY REAR
EXTENSION.**

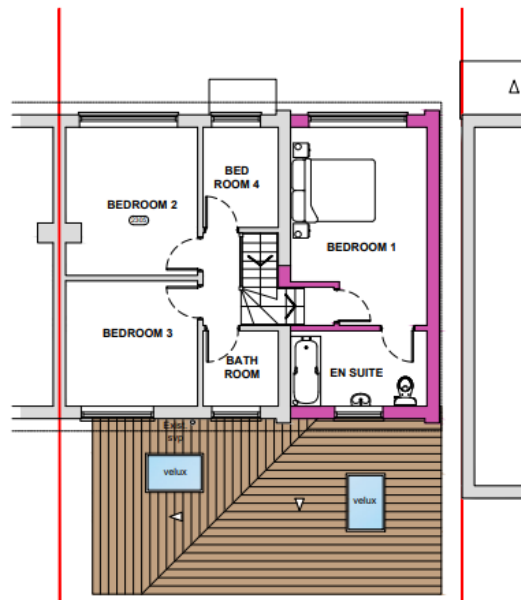
| P1 | ISSUED FOR PLANNING APPROVAL | 08.11.2024 |
|------------|--|-------------|
| REV | DESCRIPTION | DATE |
| DRAWING | EXISTING ELEVATIONS | |
| | 79, CHURCH LANE, COPTHORNE, CRAWLEY, WEST SUSSEX RH10 3QG | |
| SCALE @ A3 | DATE | DWG NO |
| 1:100 | NOV 2024 | DE1291 / 03 |
| | | REVISION |
| | | P1 |



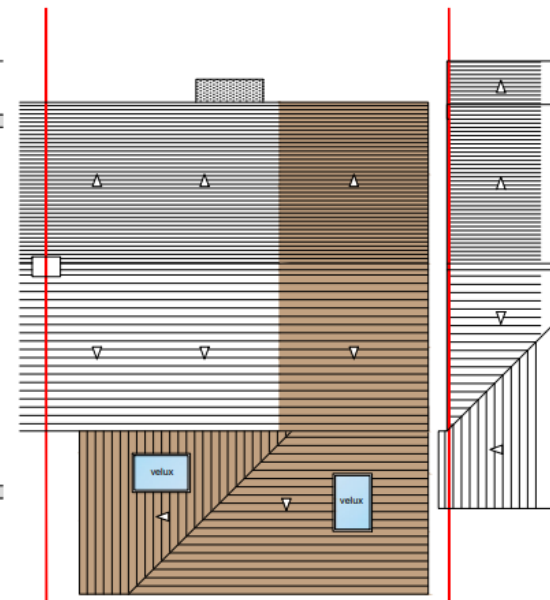
Ground floor - 89.3m²
First floor - 59m²
Total - 148.3m²
Net Gain - %74.4



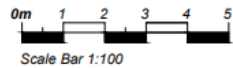
PROPOSED GROUND FLOOR PLAN
SCALE 1:100



PROPOSED FIRST FLOOR PLAN
SCALE 1:100



PROPOSED ROOF PLAN
SCALE 1:100



Scale Bar 1:100

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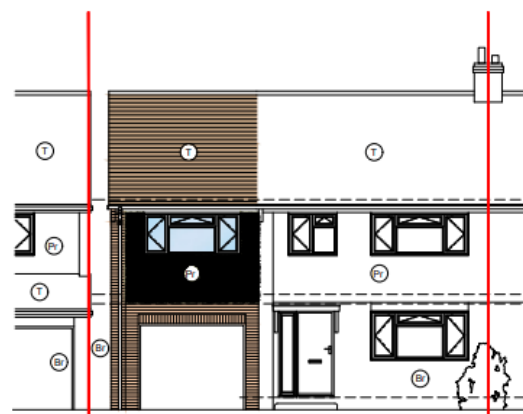
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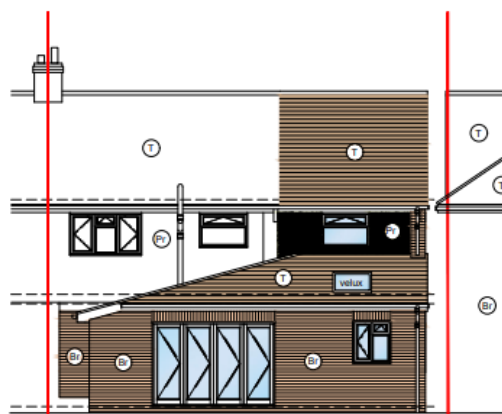
CLIENT
MR B RAINES

PROJECT
TWO STOREY SIDE AND SINGLE STOREY REAR
EXTENSION.

| | | |
|--|------------------------------|-------------|
| P2 | ISSUED FOR APPROVAL | 10.07.2025 |
| P1 | ISSUED FOR PLANNING APPROVAL | 08.11.2024 |
| REV | DESCRIPTION | DATE |
| DRAWING | | |
| PROPOSED FLOOR PLANS | | |
| 79, CHURCH LANE, COPTHORNE, CRAWLEY, WEST SUSSEX RH10 3QG | | |
| SCALE @ A3 | DATE | DRG No |
| 1:100 | JULY 2025 | DE1291 / 04 |
| | | REVISION |
| | | P2 |



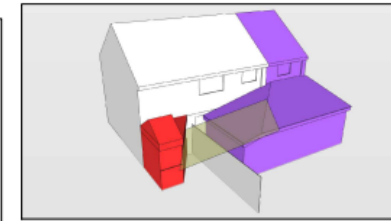
PROPOSED FRONT ELEVATION
SCALE 1:100



PROPOSED REAR ELEVATION
SCALE 1:100

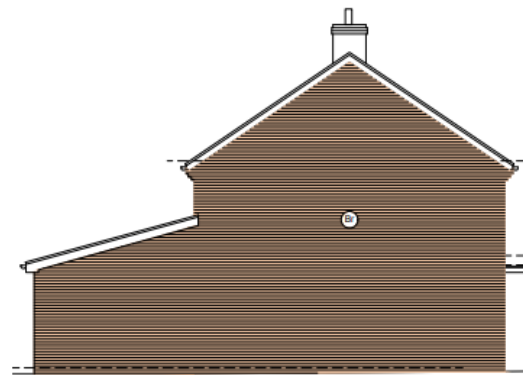
MATERIALS KEY:

| | |
|-----|--|
| T | Concrete interlocking tile roof. |
| P1 | Plain clay tile roof. |
| P2 | Flat Roof. |
| Z | Zinc Seam Roof. |
| S | Shingle Roof. |
| ST | Slate Tile Roof. |
| Br | Facing Brickwork. |
| Th | Tile hanging. |
| Rd | Render Finish. |
| Tc | Timber Cladding. |
| Pvc | PVC Cladding. |
| Stn | Stone Finish. |
| Pd | Pebble Dash Render. |
| W | uPVC sealed double glazed casement units. |
| Wd | Sealed double glazed sliding sash all floor. |
| U | Obscure glazed. |
| Bd | Bi-Fold doors - PC Aluminium. |
| Pd | Patio Doors. |
| Vw | Velux window. |

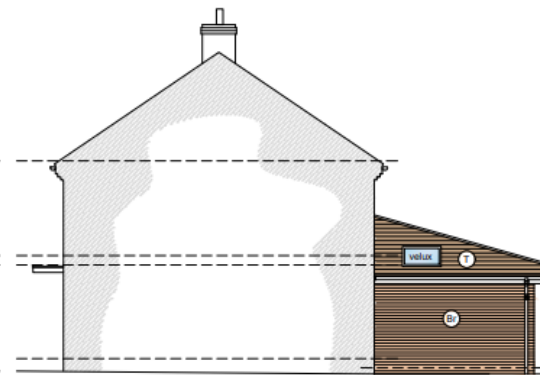


The image above shows the 25 degree line coming off the middle of 81 Church Lane rear conservatory side windows and being intersected by the existing fence, thus the new proposed extension for 79 Church Lane does not effect the 25 degree rule.

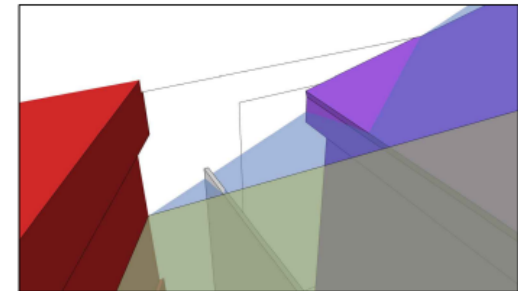
The image below shows the difference in the 25 degree rule when taking the existing fence into account. The blue plane demonstrates the proposed rear extension at 79 Church Lane, but going through the existing fence. The yellow plane shows the real life effect of the 25 degree rule when taking account of the fence.



PROPOSED SIDE ELEVATION
SCALE 1:100



PROPOSED SIDE ELEVATION
SCALE 1:100



0m 1 2 3 4 5
Scale Bar 1:100

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CLIENT
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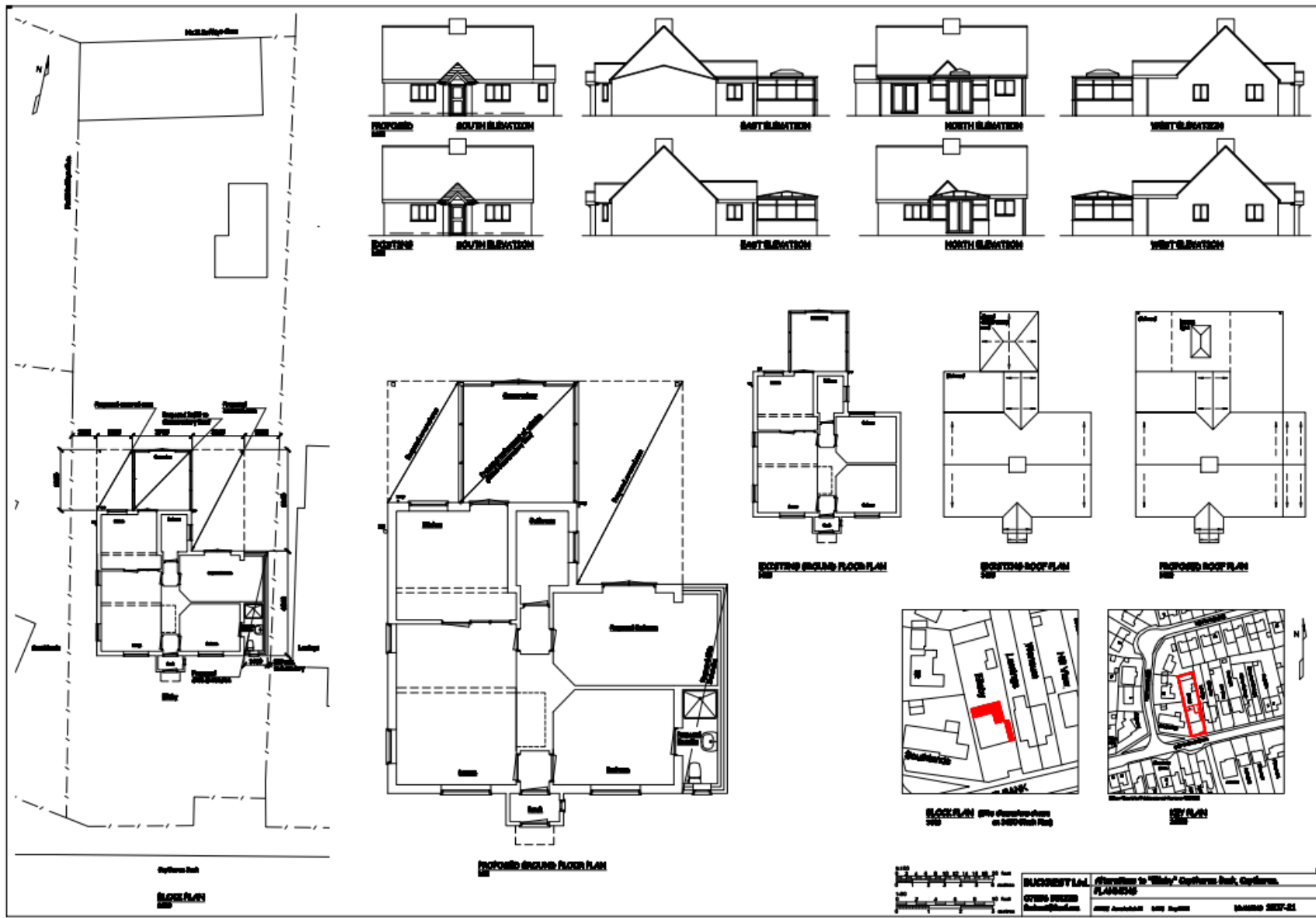
PROJECT
TWO STOREY SIDE AND SINGLE STOREY REAR
EXTENSION.

| P2 | ISSUED FOR APPROVAL | 10.07.2025 |
|---|------------------------------|-----------------------|
| P1 | ISSUED FOR PLANNING APPROVAL | 08.11.2024 |
| REV | DESCRIPTION | DATE |
| DRAWING: PROPOSED ELEVATIONS 79, CHURCH LANE, COPTHORNE, CRAWLEY, WEST SUSSEX RH10 3QG | | |
| SCALE: @ A3 1:100 | DATE JULY 2025 | DWG No DE1291 / 05 |
| | REVISION P2 | |

DM/25/1313

Ellaby Copthorne Bank Copthorne Crawley West
Sussex RH10 3QZ

Side ground floor extension. Replacement roof to existing conservatory. Glazed flat roof extensions either side of the existing conservatory (Amended Plans 31.07.2025)



Copthorne
West Sussex

