

**To:** Planning Department Horsham District Council

**Subject:** Non-Material Amendment – Window Adjustments

**Site:** 7 Cooks Mead, Rusper, West Sussex, RH12 4PU

**Applicant:** Rita Wells

Dear Sir/Madam,

Please find enclosed a Non-Material Amendment application relating to minor window adjustments on the approved front and rear elevations of the above property. The amendments consist solely of small changes to window widths and jamb positions and do not alter the approved massing, roof form, materials, or architectural character.

We trust the enclosed information is sufficient to process this amendment. Should any further clarification be required, please do not hesitate to contact us.

Yours faithfully,

**Rita Wells**

## **PLANNING AMENDMENT PACK**

**Site:** 7 Cooks Mead, Rusper, West Sussex, RH12 4PU **Applicant:** Rita Wells **Submission Type:** Non-Material Amendment (NMA) **Date:** 31/08/2026 **Reference:** DC/25/1514

### **1. Amendment Summary Sheet – Window Adjustments (Rev P2)**

**Site Address:** 7 Cooks Mead, Rusper, West Sussex, RH12 4PU

**Applicant:** Rita Wells

**Planning Reference:** DC/25/1514

### **Summary of Proposed Amendments**

Minor adjustments to window dimensions on the **front** and **rear** elevations of the approved scheme. No changes to massing, roof form, external materials, or footprint.

- Front elevation: Window reduced to **1000 mm width**.
- Rear elevation (three-window configuration):
  - Middle window extended **300 mm to the right**.
  - Right-hand window reduced **200 mm on the right side**.
- Side elevations updated to **Rev P2** for consistency; no window changes.

## **Reason for Amendment**

To improve internal layout, daylighting, and alignment with revised internal arrangements while maintaining the approved architectural character.

## **Impact Assessment**

The amendments are **non-material** in nature and do **not** affect:

- Neighbouring amenity
- Overlooking or privacy
- External materials
- Roof form or massing
- Approved footprint

All changes remain within existing openings.

## **2. Planning Portal Statement – Non-Material Amendment Submission**

This Non-Material Amendment seeks approval for minor changes to window dimensions on the front and rear elevations of the approved scheme. The adjustments are limited to window widths and jamb positions only and do not alter the approved massing, roof form, external materials, or architectural character.

### **Front Elevation**

Window reduced to **1000 mm**, remaining within the existing opening.

### **Rear Elevation**

- Middle window extended **300 mm to the right**.
- Right-hand window reduced **200 mm on the right side**.

## **Impact**

No additional overlooking, loss of privacy, or impact on neighbouring amenity. No changes to footprint, height, roof structure, or external materials.

## **Conclusion**

The proposed adjustments constitute a non-material amendment and are submitted for approval accordingly.

## **3. Drawing Revision Notes – Rev P2**

### **REV P2 – Window Amendments**

- Front elevation: Window reduced to 1000 mm.

- Rear elevation: Middle window extended 300 mm to right; right window reduced 200 mm on right side.
- Side elevations updated for consistency.