This form should be saved to your device and then completed using the free Adobe Acrobat Reader application or full version of Adobe Acrobat. Many internet browsers and other applications can display PDF files, but we cannot guarantee their compatibility in regard to these forms. We specifically advise users of Apple devices not to use 'Preview' because of known issues.

Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure*

Town and Country Planning Act 1990
Town and Country Planning (General Permitted Development) Order 2015
Schedule 2, Part 3, Class R

*Development is not permitted where the building exceeds 500 square metres or is a listed building or Scheduled Ancient Monument or is or forms part of a safety hazard area or military explosives storage area.

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Planning Authority in accordance with the legislation detailed on this form.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to a Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

Find contact details for Local Planning Authorities: https://www.planningportal.co.uk/lpasearch

If printed, please complete using block capitals and black ink.

1. Developer Name and Address

Title:	Mr	First name:	Jack
Last name:	Dunckley		
Company (optional):			
Unit:		House number:	House suffix:
House name:			
Address 1:	Jack Dunckley yard		
Address 2:	London Road		
Address 3:			
Town:	Henfield		
County:	West Sussex		
Country:	England		
Postcode:	BN5 9AA		

2. Agent Name and Address

Title:	Mr	First name:	Jack
Last name:	Dunckley		
Company (optional):			
Unit:		House number:	House suffix:
House name:			
Address 1:	Jack Dunckley's yard		
Address 2:	London Road		
Address 3:			
Town:	Henfield		
County:	West Sussex		
Country:	England		
Postcode:	BN5 9AA		

3. Site Address Details

Please provide the full postal address of the application site.

Unit:		Building number:		Building suffix:	
Building name:					
Address 1:	Jack Dunckley's yard (Birchfield Nursery)				
Address 2:	London Road				
Address 3:	Henfield				
Address 4:					
Postcode:	BN5 9AA				

4. Details of proposal

What was the use of the building immediately before 3 July 2012?

offices for the nursery, storing nursery and agricultural equipment and stock.

If the building was built before 3 July 2012, give details of all uses since then, including current use:

Storing agricultural and nursery equipment

If the building was built after 3 July 2012, give the dates of construction and subsequent uses since 3 July 2012:

What is the floor space of the building where the change of use is proposed? 149 m^2

What is the cumulative floor space of any buildings on the original agricultural unit which have changed use under these provisions? 149 m^2

Please describe the proposed development, including relevant information covering transport and highways impacts of the development, noise, contamination and flooding risks on the site:

Change of Use to a flexible commercial use, covering the following usages B2,B8, E or Class F or the provisional of agricultural training.

5. Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required could result in your notification being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted. Please note that as part of this procedure, if any objections are received the Local Planning Authority may require submission of further information at a later date.

- [x] All sections of this notification completed in full, dated and signed (typed signature if sent electronically).
- [ ] The correct fee
- [x] A plan indicating the site and which buildings are to change use. A plan drawn to an identified scale will assist the authority in assessing your development proposal. Plans can be bought from one of our accredited suppliers using our Buy a planning map (www.planningportal.co.uk/buyaplan)

6. Declaration

I/we hereby apply for prior approval as described in this notification and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Developer:	Or signed - Agent:	Date (DD/MM/YYYY):	
Jack Dunckley		15/04/2025	(date cannot be pre-application)

7. Developer Contact Details

Telephone numbers

Country code:	National number:	Extension number:
	[redacted]	

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email Address (optional) - If this is given then it will be assumed that the applicant consents to all correspondence being done electronically.

8. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email Address (optional) - If this is given then it will be assumed that the applicant consents to all correspondence being done electronically.