



Horsham District Council

Application for Planning Permission

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Menzies Wood Farm

Address Line 1

Okehurst Lane

Address Line 2

Address Line 3

West Sussex

Town/city

Billingshurst

Postcode

RH14 9HR

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

Easting (x)

Northing (y)

Description

Applicant Details

Name/Company

Title

Mr

First name

M

Surname

Betts

Company Name

Universal Trailers

Address

Address line 1

C/O Agent

Address line 2

Address line 3

Town/City

C/O Agent

County

C/O Agent

Country

C/O Agent

Postcode

Are you an agent acting on behalf of the applicant?

Yes
 No

Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

Mr

First name

Nikolas

Surname

Antoniou

Company Name

NJA Town Planning Ltd

Address

Address line 1

The Beehive

Address line 2

City Place

Address line 3

Town/City

Gatwick

County

Country

Postcode

RH6 0PA

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Site Area

What is the measurement of the site area? (numeric characters only).

1.60

Unit

Hectares

Description of the Proposal

Please note in regard to:

- Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

Please describe details of the proposed development or works including any change of use

Full planning permission for demolition of existing workshop, barn and offices and erection of a new barn and workshop building and office building and creation of open storage along with the full enclosure and refurbishment of existing barn for the continuation of uses on site falling within use classes B1(c) and B8, including the repair and maintenance of trailers and ancillary equipment; assembly of new trailers, horse boxes (including those with accommodation on board); trailer, motorhome and horse box conversions; pre sales work and customer collections; and the preparation and loading of trailers and horse boxes for export following grant of DC/18/0661.

Has the work or change of use already started?

Yes
 No

Existing Use

Please describe the current use of the site

Use Class E(g)(iii) and B8 for the repair and maintenance of trailers and ancillary equipment; assembly of new trailers, horse boxes (including those with accommodation on board); trailer, motorhome and horse box conversions; pre sales work and customer collections; and the preparation and loading of trailers and horse boxes for export

Is the site currently vacant?

Yes
 No

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated

Yes
 No

Land where contamination is suspected for all or part of the site

Yes
 No

A proposed use that would be particularly vulnerable to the presence of contamination

Yes
 No

Materials

Does the proposed development require any materials to be used externally?

Yes
 No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:

Walls

Existing materials and finishes:

Proposed materials and finishes:

Green insulated cladding for barn and horizontal boarding for office building

Type:

Roof

Existing materials and finishes:

Proposed materials and finishes:

Corrugated insulated cladding

Are you supplying additional information on submitted plans, drawings or a design and access statement?

Yes
 No

If Yes, please state references for the plans, drawings and/or design and access statement

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular access proposed to or from the public highway?

Yes
 No

Is a new or altered pedestrian access proposed to or from the public highway?

Yes
 No

Are there any new public roads to be provided within the site?

Yes
 No

Are there any new public rights of way to be provided within or adjacent to the site?

Yes
 No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

Yes
 No

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

Yes
 No

Please provide information on the existing and proposed number of on-site parking spaces

Vehicle Type:

Cars

Existing number of spaces:

22

Total proposed (including spaces retained):

22

Difference in spaces:

0

Vehicle Type:

Cycle spaces

Existing number of spaces:

0

Total proposed (including spaces retained):

6

Difference in spaces:

6

Trees and Hedges

Are there trees or hedges on the proposed development site?

- Yes
- No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

- Yes
- No

If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- Yes
- No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- Yes
- No

Will the proposal increase the flood risk elsewhere?

- Yes
- No

How will surface water be disposed of?

- Sustainable drainage system
- Existing water course
- Soakaway
- Main sewer
- Pond/lake

Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species

- Yes, on the development site
- Yes, on land adjacent to or near the proposed development
- No

b) Designated sites, important habitats or other biodiversity features

Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

c) Features of geological conservation importance

Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

[Find out more about biodiversity net gain, and access digital tools from our partners that can help determine if you are exempt, or produce the biodiversity metric information required.](#)

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in [Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 \(as amended\)](#)) would apply?

Yes
 No

Based on your site details, you are likely eligible to [use our partner's online tool to create the metric sheet and all information and supporting documents and plans you need to comply with biodiversity net gain, including the metric sheet](#). Estimated time to complete is 45 minutes.

Please provide the pre-development biodiversity value of onsite habitats on the date of calculation

2.14

Please provide the date the onsite pre-development biodiversity value was calculated

17/10/2024

Note: This should be either the date of the application, or an earlier proposed date

If an earlier date, to the date of the planning application, has been used, please provide details why this date has been used

When was the version of the biodiversity metric used published?

23/07/2024

Please provide the reference or supporting document/plan names for the:

- i. Biodiversity metric calculation
- ii. Onsite irreplaceable habitats (if applicable)
- iii. Onsite habitats existing on the date of the application for planning permission (if applicable)

Document/Plan:

Other (please specify)

Please specify:

Please see Covering Letter

Document name/reference:

Please see Covering Letter

Note: You must supply a complete biodiversity metric calculation with your application. Plans must be drawn to an identified scale, and show the direction of North.

Has there been any loss (or degradation) of any onsite habitat(s), resulting from activities carried out before the date the onsite pre-development biodiversity value was calculated. Either:

- on or after 30 January 2020 which were not in accordance with a planning permission; or
- on or after 25 August 2023 which were in accordance with a planning permission?

Yes

No

Does the development site have irreplaceable habitats (corresponding to the descriptions in [Column 1 of the Schedule in the Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations \(2023\)](#)) which are:

- i. on land to which the application relates; and
- ii. exist on the date of the application for planning permission, (or an earlier agreed date)

Yes

No

Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains sewer
- Septic tank
- Package treatment plant
- Cess pit
- Other
- Unknown

Other

Please refer to drainage report and strategy

Are you proposing to connect to the existing drainage system?

Yes

No

Unknown

If Yes, please include the details of the existing system on the application drawings and state the plan(s)/drawing(s) references

Please refer to drainage report and strategy

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

Yes
 No

If Yes, please provide details:

Site contains ample space for storage

Have arrangements been made for the separate storage and collection of recyclable waste?

Yes
 No

If Yes, please provide details:

Yes, site contains ample space for storage and a private collection company is used.

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

Yes
 No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

Yes
 No

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

Yes
 No

Use Class:

Other (Please specify)

Other (Please specify):

E(g)(iii) and B8

Existing gross internal floorspace (square metres) (a):

972

Gross internal floorspace to be lost by change of use or demolition (square metres) (b):

972

Total gross new internal floorspace proposed (including changes of use) (square metres) (c):

1045

Net additional gross internal floorspace following development (square metres) (d = c - a):

73

Totals	Existing gross internal floorspace (square metres) (a)	Gross internal floorspace to be lost by change of use or demolition (square metres) (b)	Total gross new internal floorspace proposed (including changes of use) (square metres) (c)	Net additional gross internal floorspace following development (square metres) (d = c - a)
	972	972	1045	73

Tradable floor area

Does the proposal include use as a shop (e.g. For the display/sale of goods under Use Class E(a), the sale of essential goods under Use Class F2, or as part of any other use)

Yes
 No

Loss or gain of rooms

Does the proposal include loss or gain of rooms for hotels, residential institutions, or hostels?

Yes
 No

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

Yes
 No

Existing Employees

Please complete the following information regarding existing employees:

Full-time

3

Part-time

0

Total full-time equivalent

3.00

Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time

3

Part-time

0

Total full-time equivalent

3.00

Hours of Opening

Are Hours of Opening relevant to this proposal?

Yes
 No

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

Yes
 No

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

various activities associated with repair and maintenance of trailers, ancillary equipment, motorhomes and horse boxes.

Is the proposal for a waste management development?

Yes
 No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

Yes
 No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

Yes
 No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- The agent
- The applicant
- Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- Yes
- No

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- Yes
- No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- Yes
- No

Is any of the land to which the application relates part of an Agricultural Holding?

- Yes
- No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

The Applicant
 The Agent

Title

Mr

First Name

Nikolas

Surname

Antoniou

Declaration Date

06/03/2025

Declaration made

Declaration

I/We hereby apply for Full planning permission as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

I / We agree to the outlined declaration

Signed

Nikolas Antoniou

Date

06/03/2025