



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

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Adam

Surname

Streeter

Company Name

Leonardslee Limited

Address

Address line 1

Leonardslee Gardens Brighton Road

Address line 2

Address line 3

Town/City

Lower Beeding

County

West Sussex

Country

Postcode

RH13 6PP

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Site Area

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

2461.00

Unit

Sq. metres

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

Extension to the visitor entrance building to house a new ticket sales area and café; infilling roof to the former generator block courtyard, re-roofing of the Alpine House and internal reconfiguration; Single storey winter garden conservatory to the Stable Block, terrace extension to the east and internal reconfiguration; Change of use from redundant staff offices and staff accommodation within the stable block to guest accommodation; Change of use to the partial first floor of the Red House to staff accommodation; Small WC extension to the Engine House; Lightweight wedding pavilion to the lawn, south of Leonardslee House; Landscaping changes to the forecourt of Leonardslee House.

Has the work or change of use already started?

- ☐ Yes
☒ No

Existing Use

Please describe the current use of the site

The site is part of Leonardslee Lakes and Garden, which includes Leonardslee House, a hotel and restaurant Interlude. Existing uses on the site include a cafe (Stable block), winter garden (alpine house), exhibition space (former generator block) staff accommodation (Honey cottage and Potter's cottage), and redundant staff welfare and office space (Red house).

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

Type:

Walls

Existing materials and finishes:

(1) Entrance Building: Timber cladding. (2) Former Generator Block: Constructed in red brick, except for the Alpine House, which is an aluminium-framed glass house with dwarf red brick walls. (3) Stable Block (including Honey Cottage, Potter's Cottage and Carriage Cottage): Central Block - Sandstone masonry walls to the north elevation and a uPVC glazed lean-to on a dwarf, sandstone brick wall to the south (courtyard side). East Range (including Honey Cottage) - Sandstone masonry walls with a modern glazed conservatory to the south elevation (Honey cottage). West Range (including Potter's Cottage and Carriage Cottage) - Sandstone masonry

Proposed materials and finishes:

(1) Entrance Building: Timber cladding to be retained and proposed south extension to also be timber cladding to match. (2) Former Generator Block: Red brick plinth and horizontal timber weatherboarding to small link extension. Existing glazing renewed. (3) Stable Block (including Honey Cottage, Potter's Cottage and Carriage Cottage): Central Block - Sandstone masonry retained but uPVC lean-to removed and replaced with a timber glazed doors and a lightweight glazed winter garden to the east of the courtyard. East Range (including Honey Cottage) - Sandstone masonry retained but modern conservatory removed and replaced with sandstone masonry porch to match existing materials in size, colour and tone. West Range (including Potter's Cottage and Carriage Cottage) - Sandstone masonry walls to be retained. (4) Engine House: Red brick retaining walls and timber cladding.

Type:

Roof

Existing materials and finishes:

Existing materials and finishes: (1) Entrance Building: Pitched grey metal roof with a flat roof to the perimeter. (2) Former Generator Block: Doll's House Museum - Pitched slate roof. Alpine House - Pitched aluminium framed glazing. Courtyard - No existing roof. (3) Stable Block (including Honey Cottage, Potter's Cottage and Carriage Cottage): Central Block - Pitched slate roof to the north and a sloped uPVC glazed roof to the south (courtyard side). East Range (including Honey Cottage) - 2 no. pitched slate roofs with modern glazed sloped roof to Honey Cottage conservatory. West Range (including Potter's Cottage and Carriage Cottage) - 2 no. pitched slate roofs. (4) Engine House: Pitched clay peg tile roof with timber bargeboards. (5) Wedding Pavilion: N/A

Proposed materials and finishes:

(1) Entrance Building: New flat roof roof to proposed to south elevation to match existing in material and finish. (2) Former Generator Block: Existing slate pitched roof retained where present. Alpine House - New pitched green profiled metal roof. Courtyard - New double pitched insulated metal roofing with grey metal profiling. (3) Stable Block (including Honey Cottage, Potter's Cottage and Carriage Cottage): Central Block - Pitched slate roof to the north retained and uPVC glazed roof to the south (courtyard side) replaced with new sloped slate roof to match existing slates in size, colour and tone. New winter garden in timber frame with glazing and lead gutters. East Range (including Honey Cottage) - 2 no. pitched slate roofs retained. Modern glazed sloped roof to Honey Cottage conservatory removed and replaced with new sloped slate roof to match existing slates in size, colour and tone. West Range (including Potter's Cottage and Carriage Cottage) - 2 no. pitched slate roofs retained. (4) Engine House: New timber shingles to the extension roof. (5) Wedding Pavilion: White painted metal roof.

Type:

Windows

Existing materials and finishes:

(1) Entrance Building: Aluminium framed casement windows. (2) Former Generator Block: Café - No existing windows. Doll's House Museum - No existing windows. Alpine House - Fully glazed aluminium system. Courtyard - No existing windows. (3) Stable Block (including Honey Cottage, Potter's Cottage and Carriage Cottage): Central Block - Painted timber casement windows. East Range (including Honey Cottage) - Painted timber casement windows. West Range (including Potter's Cottage and Carriage Cottage) - Painted timber casement windows and painted timber sash, dormer windows. (4) Engine House: Painted timber sash window and painted timber casement window.

Proposed materials and finishes:

(1) Entrance Building: Aluminium framed casement windows to match existing. (2) Former Generator Block: Alpine House - New aluminium glazing. Courtyard - New Crittal style windows. (3) Stable Block (including Honey Cottage, Potter's Cottage and Carriage Cottage): Central Block - Painted timber casement windows, conservation rooflights to the new slate roof (courtyard side). East Range (including Honey Cottage) - painted timber casement windows with painted timber French doors to match existing. West Range (including Potter's Cottage and Carriage Cottage) - Painted timber casement windows and painted timber sash, dormer windows to be retained. (4) Engine House: Existing windows retained and no further windows proposed.

Type:

Existing materials and finishes:

1) Entrance Building: Sliding aluminium glazed doors. (2) Former Generator Block: Doll's House Museum - Modern, glazed double doors. Alpine House - Glazed double doors in aluminium frame. Courtyard - Black painted gate. (3) Stable Block (including Honey Cottage, Potter's Cottage and Carriage Cottage): Central Block - Modern glazed double doors to the PVC lean-to. East Range (including Honey Cottage) - painted timber French doors to the café and glazed single door to the conservatory of Honey Cottage and painted, timber casement doors within the conservatory. West Range (including Potter's Cottage and Carriage Cottage) - painted timber single doors, painted timber double barn style doors to the courtyard and painted timber double door. (4) Engine House: Painted timber door.

Proposed materials and finishes:

(1) Entrance Building: Aluminium doors to match existing. (2) Former Generator Block: Café - Door from adjacent courtyard removed and replaced with new folding, concertina doors. Existing double door to exterior to be retained. Doll's House Museum - New steel powder coated double door, Alpine House - New aluminium doors. Courtyard - Gate removed and replaced with new steel powder coated double door. (3) Stable Block (including Honey Cottage, Potter's Cottage and Carriage Cottage): Central Block – Glazed doors to conservatory removed and replaced with glazed timber door in keeping with new glazed screen. Glazed door to the north removed and replaced with 1 no. painted timber glazed double door. East Range (including Honey Cottage) - painted timber French doors retained and 4 no. instated in place of previous windows, to match existing in fenestration, size and finish. Glazed door to conservatory removed and painted timber door to new extension.

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

Refer to both drawings and design & 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

Vehicle Type:

Cars

Existing number of spaces:

27

Total proposed (including spaces retained):

23

Difference in spaces:

-4

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

1.07

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

03/07/2025

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?

03/07/2025

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:

Biodiversity metric calculation

Document name/reference:

T9105.1_LeonardsleeGardens_Statutory_Biodiversity_Metric_Calculation_Tool

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

All proposals to connect to the existing reed bed sewage system except for new WC to engine house

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

Refer to p122 in design and access system. EA Permit number: SO/EPRHB3491NV/001. Refer to the following reports for proposals of sewage treatment plant proposed for the engine house WC: GBR Compliance Report - Engine House STP (PC1121, April 2024), PC1121-02 Review of Engine House STP (April 2024).

Waste Storage and Collection

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

☒ Yes

☐ No

If Yes, please provide details:

Localised storage within the development sites is proposed, however waste collection from a single point within the site remains unchanged.

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

☒ Yes

☐ No

If Yes, please provide details:

Localised storage within the development sites is proposed, however recycling collection from a single point within the site remains unchanged.

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

Please add details of the Use Classes and floorspace.

Use Class:

E(c)(iii) - Other appropriate services in a commercial, business or service locality

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

1979

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

0

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

2461

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

482

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)
	1979	0	2461	482

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

80

Part-time

0

Total full-time equivalent

80.00

Proposed Employees

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

Full-time

90

Part-time

0

Total full-time equivalent

90.00

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

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

If Other has been selected, please provide contact details:

Title

***** REDACTED *****

First name

***** REDACTED *****

Surname

***** REDACTED *****

Phone Number

***** REDACTED *****

Email

***** REDACTED *****

Pre-application Advice

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

- ☒ Yes
☐ No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

PE/23/0245 and PE/24/0219

Date (must be pre-application submission)

16/07/2024

Details of the pre-application advice received

Refer to DAS

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

Jonathan

Surname

Crosthwaite

Declaration Date

07/07/2025

☒ 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

Purcell London

Date

08/07/2025