



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

Mrs

First name

Charlotte

Surname

Chase

Company Name

Address

Address line 1

35 Coombe Road

Address line 2

Address line 3

Town/City

Steypning

County

Country

United Kingdom

Postcode

BN44 3LF

Are you an agent acting on behalf of the applicant?

- ☐ Yes
☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Site Area

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

Unit

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

The creation of a new hard standing car parking space directly opposite the garage that belongs to my flat. This work would involve

The removal of an existing dwarf wall, which is in poor state and in danger of collapse. NB: This dwarf wall marks the boundary of the curtilage jointly owned by flats 18, 19, 20 and 21 Sir George's Place.

The creation of a new dwarf retaining wall - sited WITHIN the curtilage of the land jointly owned by the flats 18, 19, 20 and 21 Sir George's Place.

Provision of steps to enable access to the existing path leading to the entrance of the flats - 20 and 21

Also step access to the rear of the space to enable access for rubbish bins for the occupants of the property directly behind the space.

The surface of the finished parking space to be level with the adjacent existing parking spaces and of similar appearance to blend in.

Additional info - the original site development drawings show that each of the block of 8 garages has provision for 8 cars to be parked opposite in a diagonal arrangement. In reality, and with the increase in car sizes nowadays, all of the other property owners park their cars directly opposite their own garage, with only approx half a car park width (diagonal) left in front of the first garage (belonging to my flat, 18). With parking space at a premium, this means that my tenant parks her car in the entrance road to the flats, which is not ideal for her, or to the other occupants of the flats. So, it would seem to make sense to extend the existing (but unusable) half car width space in order to make a space sufficient to park a car.- while maintaining existing residents access at the side and rear.

Please note - The existing curtilage boundary runs diagonally across the proposed car parking space. As such, the work to extend the car park space actually encroaches further into the owned curtilage, rather than outside of the curtilage. The creation of step access to the rear will be out of the existing curtilage.

Further info - I have already discussed these plans with the owners of the other flats 19, 20 and 21 who have indicated that they are happy for me to proceed with this application. I have also briefly discussed with the current tenants of the house behind the proposed car parking space who do not object providing current access is maintained.

Lastly, I have an experienced builder who recently repaired the existing pathways at the flat who is ready to do this work, but it was he who suggested that we should seek planning permission. Please also refer to my pre planning application advice - PE/25/0156.

Has the work or change of use already started?

☐ Yes

☒ No

Existing Use

Please describe the current use of the site

Unused hard standing area - as currently too small for use as a car parking space.

Pedestrian access to the flats 20 and 21 Sir George's Place

Pedestrian access to the property directly behind the car parking space - 117 High Street, Steyning, BN44 3LH

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:

Vehicle access and hard standing

Existing materials and finishes:

Concrete surface with brick edging

Proposed materials and finishes:

Concrete surface and brick edging to visually match existing as closely as possible

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

- ☐ Yes
☒ No

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:

0

Total proposed (including spaces retained):

1

Difference in spaces:

1

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.

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

Biodiversity net gain has been introduced as a general condition for planning permission. As set out in [The Environment Act 2021](#): "grants of planning permission in England [are] to be subject to a condition to secure that the biodiversity gain objective is met". Therefore, in England, all planning permissions are generally subject to biodiversity gain rules, unless they are specifically exempt or out of scope.

If you have stated that the biodiversity net gain requirement does not apply to your application you must provide the reason(s) why, and may also need to supply evidence (especially where you believe the application is eligible for the 'de minimis' exemption).

Please add all the reasons why biodiversity net gain does not apply and enter a justification for each one

Reason biodiversity net gain does not apply:

Development subject to the de minimis exemption (development below the threshold)

What best describes the size of your site?:

Under 25 square metres

Please justify the reason why biodiversity net gain does not apply:

No impact on biodiversity as removal of an existing dwarf wall and building over an existing concrete path.

Note: Please read the help text for further information why developments may be exempt or not in scope.

Foul Sewage

Please state how foul sewage is to be disposed of:

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

Are you proposing to connect to the existing drainage system?

- ☐ Yes
- ☒ No
- ☐ Unknown

Waste Storage and Collection

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

- ☐ Yes
- ☒ No

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

- ☐ Yes
- ☒ No

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

Employment

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

☐ Yes

☒ No

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

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

First Name

Surname

Reference

Date (must be pre-application submission)

Details of the pre-application advice received

Dear Sir/Madam,

Our ref: PE/25/0156

Meg Bayliss

meg.bayliss@horsham.gov.uk

01403 215598

11th August 2025

Location: 18 Sir Georges Place Steyning West Sussex BN44 3LS

Details: Do I Need Planning Permission - Creation of a hard standing for car parking space in front of allocated garage.

Your enquiry has been considered and I can advise as follows:

It is possible to carry out various extensions and alterations to dwellings without the need for planning permission, through what are known as 'permitted development' rights. These rights apply to both a dwelling and the related curtilage / garden area and are granted to householders under the General Permitted Development Order 2015 (as amended).

According to the location plan, the area outlined in red would appear to be outside of your residential curtilage. Therefore, planning permission would need to be required in order to carry out the proposed works. Permission would need to be sought from the owner of the land.

Details on how to apply for planning permission can be found through the following link:
<https://www.horsham.gov.uk/planning/planning-applications/apply-for-planning-permission>

The above comments are given as the opinion of the Case Officer and do not prejudice any outcome of a subsequent application. Should you submit a formal planning application, please quote reference number PE/25/0156 in your submission.

Yours faithfully

Meg Bayliss

Graduate Planning Officer

Horsham District Council, Alberty House, Springfield Road, Horsham, West Sussex RH12 2GB

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eato

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

Can you give appropriate notice to all the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

- ☒ Yes
☐ No

Certificate Of Ownership - Certificate B

I certify/ The applicant certifies that:

- ☒ I have/The applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates; or
- ☐ The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.

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

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner/Agricultural Tenant:

***** REDACTED *****

House name:

Number:

21

Suffix:

Address line 1:

Sir George's Place

Address Line 2:

Town/City:

Steyning

Postcode:

BN44 3LS

Date notice served (DD/MM/YYYY):

02/08/2024

Person Family Name:

Name of Owner/Agricultural Tenant:

***** REDACTED *****

House name:

Number:

20

Suffix:

Address line 1:

Sir George's Place

Address Line 2:

Town/City:

Steyning

Postcode:

BN44 3LS

Date notice served (DD/MM/YYYY):

02/08/2024

Person Family Name:

Name of Owner/Agricultural Tenant:

***** REDACTED *****

House name:

Number:

19

Suffix:

Address line 1:

Sir George's Place

Address Line 2:

Town/City:

Steyning

Postcode:

BN44 3LS

Date notice served (DD/MM/YYYY):

02/08/2024

Person Family Name:

Person Role

- ☒ The Applicant
☐ The Agent

Title

Mrs

First Name

Charlotte

Surname

Chase

Declaration Date

27/08/2025

☒ 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

Charlotte Chase

Date

27/08/2025