PlanningPortal

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Please complete this form in block capitals using black ink to facilitate scanning.

You are advised to read the accompanying guidance notes and per-question help text.

If you would rather make this application online, you can do so on our website: https://www.planningportal.co.uk/apply

Application to determine if prior approval is required for a proposed:

Change of Use of Buildings on Agricultural Units and former Agricultural Buildings to Dwellinghouses (Class C3), which may include extension of the building and/or building operations reasonably necessary for the conversion

Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class Q

Please note: This form covers current legislation only. It cannot be used to make an application under the transitional provisions that allow applicants to opt to use the permitted development rights as they stood prior to 21 May 2024 for submissions made before 21 May 2025.

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.

Local Planning Authority details:

Horsham District Council

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.

1. Applicant Name and Address

Title:	Mr & Mrs
First name:	
Last name:	Wells
Company (optional):	
Unit:	
Number:	
Suffix:	
Building name:	New Barn Farm
Address 1:	Bolney Road
Address 2:	
Address 3:	
Town:	Cowfold
County:	West Sussex
Country:	
Postcode:	RH12 8AZ

2. Agent Name and Address

Title:	Mrs
First name:	
Last name:	Catton-Giltinane
Company (optional):	Batcheller Monkhouse
Unit:	
Number:	
Suffix:	
Building name:	Stratton House
Address 1:	57 Lower Street
Address 2:	
Address 3:	
Town:	Pulborough
County:	West Sussex
Country:	
Postcode:	RH20 2AZ

3. Site Address Details

Please provide the full postal address of the application site.

Unit:		Number:		Suffix:	
Building name:	New Barn Farm				
Address 1:	Bolney Road				
Address 2:					
Address 3:					
Address 4:	Cowfold				
Postcode:	RH12 8AZ				

4a. Eligibility - General

Is the site currently part of an established agricultural unit?

☒ Yes ☐

• Yes - Please complete the rest of this question, and also complete question 4b. Eligibility - Current established agricultural unit.
• No - Please complete the rest of this question, and also complete question 4c. Eligibility - Former established agricultural unit.

Has any work under the permitted development rights for the erection, extension or alteration of a building reasonably necessary for the purposes of agriculture been carried out on the agricultural unit during the 10 year period before development begins.

☐ ☑ No

If you have answered yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will the external dimensions of the resulting building(s) extend beyond the existing building(s) at any point, other than:
• as a result of any permitted extension to the building under this permitted development right; or
• by more than 0.2 metres as a result of any permitted building work or other operations under this permitted development right.

☐ ☑ No

If you have answered yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will any proposed extension:
• be more than 1 storey;
• be sited anywhere other than the rear of existing building;
• extend beyond the rear wall of existing building by more than 4 metres;
• extend beyond side or principal elevations of the existing building;
• create eaves higher than the height of the current building's eaves;
• be higher than the highest part of the roof of the existing building, or exceed 4 metres in height;
• be on land that is not already covered by a hard surface, with that hard surface having existed on or before 24th July 2023 or, where the hard surface was provided after 24th July 2023, has been in place for at least 10 years before development begins.

☐ ☑ No / No extension proposed

If you have answered yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Does the new building have suitable access to a public highway?

☑ Yes ☐

If you have answered no above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

4a. Eligibility - General (continued)

Is the existing building (including any permitted building work or other operations, but excluding any proposed extension), capable of complying with the nationally described space standard?
Please note: Any new dwellinghouse will only be eligible for permitted development rights if it has a gross internal floor area of at least 37 square metres, and complies with the nationally described space standard:
https://www.gov.uk/government/publications/technical-housing-standards-nationally-described-space-standard

☑ Yes ☐

If you have answered no above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Is any part of the land, site or building:
- in a conservation area;
- in an area of outstanding natural beauty;
- in an area specified by the Secretary of State for the purposes of enhancement and protection of the natural beauty and amenity of the countryside;
- in the Broads;
- in a National Park;
- in a World Heritage Site;
- in a site of special scientific interest;
- in a safety hazard area;
- in a military explosives storage area;
- a scheduled monument (or the site contains one);
- a listed building (or within the curtilage of a listed building).

☐ ☑ No

If you have answered yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

4b. Eligibility - Current established agricultural unit

This question should only be completed if the site is currently part of an established agricultural unit.
If it is no longer part of an established agricultural unit, please complete question 4c. Former established agricultural unit

Was the site part of an established agricultural unit on 24 July 2023?

☑ Yes ☐

If not, will the site have been part of established agricultural unit for a period of at least 10 years prior to the date development begins?

☐ Yes ☐ No

If you have answered no to both questions above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

4b. Eligibility - Former established agricultural unit

This question should only be completed if the site was formerly part of an established agricultural unit.
If it is still part of an established agricultural unit, please complete question 4b. Current established agricultural unit

Where the site is no longer part of an established agricultural unit, was it still part of a one on 24 July 2023?

☐ Yes ☐ No

If yes, the site was part of an established agricultural unit on 24 July 2023 and subsequently ceased to be, will it have been at least 10 years since the site was part of an established agricultural unit prior to the date development begins?

☐ Yes ☐ No ☐ Not applicable

If you have answered no above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Has the site been used for any non-agricultural purpose since ceasing to be part of the agricultural unit?

☐ Yes ☐ No

If you have answered yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

5. Agricultural Tenants

Is the site currently occupied under any agricultural tenancy agreements?

☐ x ☐ No

If yes, have all the parties to any agricultural tenancy agreements consented to the change of use?

☐ Yes ☐ No

If the site is currently occupied under any agricultural tenancy agreements and:

- all parties have consented to the change of use

You will need to include copies of the written confirmations from all relevant landlords and tenants, stating their consent, when this application is submitted.

- not all parties have consented to the change of use

Your proposals will not be eligible for permitted development based on the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Have any agricultural tenancy agreements been terminated in the year before development is proposed to begin for the purpose of carrying out the proposed change of use?

☐ ☑ No

If yes, have all the parties to all of the terminated agricultural tenancy agreements agreed that the site is no longer required for agricultural use?

☐ Yes ☐ No

If any agricultural tenancy agreements have been terminated in the year before development is proposed to begin for the purpose of carrying out the proposed change of use, and:

- all parties have agreed that the site is no longer required for agricultural use

You will need to include copies of the written confirmations from all relevant landlords and tenants, stating that they agree the site is no longer required for any agricultural use, when this application is submitted.

- not all parties agreed that the site is no longer required for agricultural use

Your proposals will not be eligible for permitted development based on the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

6. Dwellinghouses and floor space

What will be the net increase in dwellinghouses: 1

Note that this figure should be the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses on the site immediately prior to the development.

Will the floor space of any single proposed dwellinghouse exceed 150 square metres?

☐ Yes ☑ No

How many dwellinghouses have previously been created under this permitted development right on this established/former agricultural unit: 1

What would be the total combined floor space (previously and in this proposal) changed to Dwellinghouses under this permitted development right on this established/former agricultural unit (square metres): 224

To be eligible for this permitted development right, the number and size of dwellinghouses developed has to be within the limits set by legislation. This includes any dwellinghouses that were previously developed under this permitted development right.

- No more than a total of 10 dwellinghouses can be developed;
- The floorspace of any single dwellinghouse developed cannot exceed 150 square metres;
- The cumulative floor space of all the dwellinghouses developed cannot exceed 1,000 square metres

If the proposals exceed any of these limits, you should not continue with this application and seek advice from your Local Planning Authority on the best course of action.

7. Description of Proposed Works, Impacts and Risks

Please describe the proposed development, including the siting and location of the building(s):

Change of use of an agriculutral building to a residential dwelling on land at New Barn Farm

Please provide details on the provision of adequate natural light in all habitable rooms of the dwellinghouses:

See planning statement

7. Description of Proposed Works, Impacts and Risks (continued)

Will the building(s) be extended as part of the proposed development?

☐ Yes ☑ No

If yes, please provide details of any impact of the proposed extension on the amenity of any adjoining premises:

Are any associated building works or other operations required to make this change?
Note that such works are restricted to those listed below that are reasonably necessary to convert the building(s) for use as a dwellinghouse:
- The installation or replacement of windows, doors, roofs, or exterior walls;
- The installation or replacement of water, drainage, electricity, gas or other services;
- Partial demolition to the extent reasonably necessary to carry out the works listed above.

☑ Yes ☐ No

If yes, please provide details of the design and external appearance of the building(s) in regard to these building works or other operations (including partial demolition):

See planning statement

Please provide details of any transport and highways impacts and how these will be mitigated:

No impacts

7. Description of Proposed Works, Impacts and Risks (continued)

Please provide details of any noise impacts and how these will be mitigated:

No noise impacts that will affect the proposal

Please provide details of any contamination risks and how these will be mitigated:

N/A

Please provide details of any flooding risks and how these will be mitigated.
A flood risk assessment should accompany the application where the site:
- is in Flood Zones 2 or 3 (Check online: https://flood-map-for-planning.service.gov.uk/); or
- is in an area with critical drainage problems (Check with the Local Planning Authority, it will have been notified of such areas by the Environment Agency).

Flood Zone 1

8. Checklist

Please read the following checklist to make sure you provide all the required information in support of your proposal.
The information provided should include all the details necessary for the Local Planning Authority to determine if the proposal complies with permitted development legislation, and if its prior approval will be required.
If sufficient information is not provided the Local Authority can either request it, or refuse the application.

All sections of this application completed in full, dated and signed. [X]

The correct fee [X]

A plan indicating the site and showing the proposed development. [X]

A floor plan indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses [X]

The confirmations in regard to agricultural tenancies (*if required by the answers provided to question 5*) [X]

A site specific flood risk assessment *(if required as per the flood risk details of question 7)* [X]

A plan drawn to an identified scale will assist the authority in assessing your development proposal. Plans can be bought from one of the Planning Portal's accredited suppliers: https://www.planningportal.co.uk/buyaplanningmap

9. Declaration

I/we hereby apply for a determination as to whether prior approval will be required as described in this form 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 - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):	
	Batcheller Monkhouse	17/06/2024	(date cannot be pre-application)

10. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension:

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email address:

11. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension:
	[redacted]	

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email address:

[redacted]