



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	23rd February 2026
Check Neighbours	x
Check Consultations (including newts) / Press List	x
Check Description, Plans and Supporting Documents	x
Print and Display Site Notice (if required)	☐
WEEK TWO (+7)	2nd March 2026
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	x
Draft HRA / AA if necessary. If the water statement is insufficient discuss with TL / PPO whether to discuss / accept amendments to the strategy.	☐
Instruct Legal if s106 required (with prior TL / PPO agreement)	☐
WEEK THREE (+14)	9th March 2026
If amendments are likely to be needed discuss with TL / PPO (N.B. Only minor amendments will be accepted in accordance with the Amendment Guidance). When requesting amendments give clear deadline (i.e. start of week 5).	☐
WEEK FOUR (+21)	16th March 2026
If no amendments required, contact agent / applicant with update on progress.	x
Confirm whether delegated or committee decision (re: parish and neighbour representations)	x
WEEK FIVE (+28)	23rd March 2026
14-day re-consultation letters to be sent on any amended plans	☐
Prepare draft report	☐
WEEK SIX (+35)	30th March 2026
Check 35-day Cllr call-in for Committee	x
If decision based on original plans, report to be drafted and submitted for sign off	x
WEEK SEVEN (+42)	6th April 2026
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/26/0245
35 Three Acres, Horsham, West Sussex, RH12 1RS

DESCRIPTION:

Erection of a single storey rear extension and installation of a flat roof canopy to the rear and side elevations.

RELEVANT PLANNING HISTORY:

DC/25/1261	Removal of rear bay window. Erection of a first floor extension and ground floor porch extension.	Application Permitted on 29.09.2025
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RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):

Policy 32 - Strategic Policy: The Quality of New Development

Policy 33 - Development Principles

Horsham Blueprint Business Neighbourhood Plan 2019-2036:

Policy HB3: Character of Development

Policy HB4: Design of Development

Horsham District Local Plan (2023-40) (Regulation 19):

Policy 19: Development Quality

Policy 20: Development Principles

Parish Design Statement:

REPRESENTATIONS AND CONSULTATIONS RESPONSES

Where consultation responses have been summarised, it should be noted that Officers have had consideration of the full comments received, which are available to view on the public file at www.horsham.gov.uk.

Consultations:

Parish Comments:

Denne Neighbourhood Council raised an objection to the application for the following reasons:

- 1) What is the purpose of the canopies?
- 2) What is the surface of the ground area under the canopy?
- 3) We consider the canopies excessively increase the footprint of the property and are out of character with the neighbouring properties

Representations:

1 representations have been received, from the same address, objecting to the application for the following reasons: -

- Proposed extension would lead to increased noise and disturbance during the construction phase.
- The rear and side extensions would exacerbate noise levels.
- Potential future overcrowding on the site.
- Insufficient consideration has been given to neighbouring residents peace and mental wellbeing.
- Loss of privacy and overlooking.
- Negatively impact the value of the neighbouring properties.
- Lack of ongoing maintenance to boundary fencing.

HUMAN RIGHTS AND EQUALITY:

The application has been considered having regard to Article 1 of the First Protocol of the Human Rights Act 1998, which sets out a person's rights to the peaceful enjoyment of property and Article 8 of the same Act, which sets out their rights in respect to private and family life and for the home. Officers consider that the proposal would not be contrary to the provisions of the above Articles.

The application has also been considered in accordance with Horsham District Council's public sector equality duty, which seeks to prevent unlawful discrimination, to promote equality of opportunity and to foster good relations between people in a diverse community, in accordance with Section 149 of the

Equality Act 2010. In this case, the proposal is not anticipated to have any potential impact from an equality perspective.

PLANNING ASSESSMENT:

The application has been assessed on the basis of the submitted details, together with the planning history of the site and adjoining properties, available images and photographs supplied by the agent. These details were considered sufficient to allow the application to be properly considered and determined.

Character and Appearance

Policies 32 and 33 of the HDPF seek to ensure that development promotes a high standard and quality of design in order to enhance and protect locally distinctive characters. The policies also seek to ensure that the scale, massing and appearance of development relates sympathetically with the built surroundings, landscape, open spaces and routes within and adjoining the site, including any impact on the skyline and important views.

Policy HB3, Character of Development, of the Horsham Blueprint Business Neighbourhood Plan states that, "Development is expected to preserve and enhance the Character Area in which it is located. The design of new development should take account of the local context and reflect the character and vernacular of the area, using architectural variety in form and materials, in order to avoid building design that is inappropriate to the Plan area. Innovation in design will be supported, however, where this demonstrably enhances the quality of the built form in a character area".

Policy HB4, Design of Development, of the Horsham Blueprint Business Neighbourhood Plan states that – "Development is expected to demonstrate a high quality of design, which responds and integrates well with its surroundings"

The application seeks planning permission for the erection of a single storey rear extension and installation of a flat roof canopy to the rear and side elevations. It is considered that the siting, form and scale of the single storey rear extension would be sufficiently subservient to the host building with sufficient separation retained around the extended building and site boundaries, and the proposal would not appear visually intrusive or unduly dominant in views from adjoining properties. It is considered that the proposal would be appropriate to the character and appearance of the existing dwelling and would not harm the character or appearance of the wider area. It is therefore considered that the visual impact of the proposal is acceptable

The proposed roof canopy to the side elevation would be located in close proximity to the northern boundary of the site and would be accessed via the existing driveway off Three Acres. Although the canopy would be located where it would be partially visible from a public vantage point, taking into account the design and the materials to be used, it is considered that the proposed canopy would not have a detrimental impact on the streetscene or the wider location due to the setback position from the highway and would be seen against the backdrop of the neighbouring property.

It is noted that 12 Three Acres benefits from a car port to the side of the property. It is therefore considered the impact in terms of visual dominance would be minimal and would not warrant a refusal of the application.

The proposal would be a clearly subservient addition and is considered to be of a design, form and scale which is appropriate to the character and appearance of the existing dwelling, and which would not harm the character or appearance of the wider area. It is therefore considered that the visual impact of the proposal is acceptable and would accord with the above policies.

Impact on Neighbouring Amenity

Policy 33 of the HDPF states that permission will be granted for development that does not cause unacceptable harm to the amenity of the occupiers/users of nearby properties and land.

The resulting single storey rear extension and flat roof canopy to the rear and side elevations would be clearly visible from adjoining properties and land. It is though considered that the retained separation distances from shared boundaries is such that no unacceptable harm would result for the additional built form. It is also considered that no intrusive overlooking would be created over neighbouring properties and land and that normal domestic use of the dwelling, in an established residential location such as this, would not be expected to create significant or harmful levels of noise or light disturbance for adjoining occupants.

It is considered that the siting and layout of the proposed extension and the resulting relationship with adjoining properties would be sufficient to prevent any unacceptable harm to neighbouring amenity.

Water Neutrality

There is no clear or compelling evidence to suggest the nature and scale of the proposed development would result in a more intensive occupation of the dwelling necessitating an increased consumption of water that would result in a significant impact on the Arun Valley SAC, SPA and Ramsar sites, either alone or in combination with other plans and projects. The grant of planning permission would not therefore adversely affect the integrity of these sites or otherwise conflict with policy 31 of the HDPF, NPPF paragraph 193 and the Council's obligations under the Conservation of Habitats and Species Regulations 2017.

Biodiversity Net Gain

In accordance with the Biodiversity Gain Requirements (Exemptions) Regulations 2024, all householder applications are currently exempt from the statutory requirement to demonstrate a 10% net gain in biodiversity.

Conclusion

The proposal is considered to be of a design, form and scale appropriate to the character and appearance of the existing dwelling and would not harm the character or appearance of the wider area. It is considered that there would not be a significant impact on the privacy or amenity of adjoining occupiers. The proposed development would therefore comply with relevant plan policies of the Horsham District Planning Framework (2015).

Recommendation: Application Permitted

Conditions:

- 2 **Standard Time Condition:** The development hereby permitted shall begin before the expiration of three years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990.

- 3 **Regulatory Condition:** The materials to be used in the development hereby permitted shall strictly accord with those indicated on the application form received 12.02.2026

Reason: To enable the Local Planning Authority to control the development in detail in the interests of visual amenity and in accordance with Policy 33 of the Horsham District Planning Framework (2015).

POSITIVE AND PROACTIVE STATEMENT

Statement pursuant to Article 35 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including

