



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	20th April 2026
Check Neighbours	☒
Check Consultations (including newts) / Press List	☒
Check Description, Plans and Supporting Documents	☒
Print and Display Site Notice (if required)	-
WEEK TWO (+7)	27th April 2026
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	☒
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)	4th May 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)	11th May 2026
If no amendments required, contact agent / applicant with update on progress.	☒
Confirm whether delegated or committee decision (re: parish and neighbour representations)	☒
WEEK FIVE (+28)	18th May 2026
14-day re-consultation letters to be sent on any amended plans	☒
Prepare draft report	☒
WEEK SIX (+35)	25th May 2026
Check 35-day Cllr call-in for Committee	☒
If decision based on original plans, report to be drafted and submitted for sign off	☒
WEEK SEVEN (+42)	1st June 2026
If decision based on amended plans, report to be drafted and submitted for sign off	-
Reason for EOT	-

APPLICATION NO./ADDRESS:

DC/26/0631
22 Fay Road, Horsham, West Sussex, RH12 2LG

DESCRIPTION:

Erection of a single storey rear extension, an open front porch, and replacement of existing garage with larger garage.

RELEVANT PLANNING HISTORY:

None

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

Policy 41 - Parking

Horsham Blueprint Business Neighbourhood Forum is a designated body of the Unparished Area of Horsham Town. The Forum comprises of representatives from Denne Neighbourhood Council, Forest Neighbourhood Council and Trafalgar Neighbourhood Council. The Horsham Blueprint Business Neighbourhood Forum's Neighbourhood Plan area has been designated.

Relevant policies:

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

Policy 25: Parking

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:

No objection.

Representations:

X1 representations have been received, objecting the application for the following reasons: -

- Loss of light
- Loss of outlook
- Loss of trees and shrubs
- Impact on sewage pipe

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 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 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. Policy HB4 continues that development is expected to demonstrate a high quality of design, which responds and integrates well with its surroundings.

The property sits within Fay Road where there is already a varied pattern of development, including alterations, extensions, and replacement garages to neighbouring properties. The proposal comprises the erection of a single storey rear extension, an open front porch, and the replacement of the existing garage with a larger garage.

The rear extension would be modest in scale and subservient to the host dwelling, incorporating a combination of roof forms, including a pitched roof element to part of the extension alongside flat roof sections. This provides variation in the design while maintaining an overall low profile. The open front porch would represent a minor addition to the principal elevation and would not dominate the frontage.

The proposed materials are considered appropriate and would match the existing dwelling. The external walls would be finished in render, whilst the pitched roof elements would be finished in plain tiles, with flat and crown roof sections finished in felt.

There are numerous examples of similar extensions, porches and garage alterations within the surrounding street scene, and the proposal would be in keeping with this established pattern of development.

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.

An objection has been received raising concerns that the proposed extension, particularly the pitched roof element adjacent to the boundary, would result in a loss of light and outlook to the neighbouring property, including views of the sky and trees along Fay Road. Concerns have also been raised regarding the removal of boundary vegetation and the potential impact on a shared sewer pipe located to the rear of the site.

These concerns have been carefully considered, it is not considered that the scale, height or siting of the proposal would give rise to an unacceptable loss of light, outlook or privacy, nor would it appear unduly overbearing. The replacement garage and rear extension are typical of domestic additions within suburban environments.

Regarding the removal of shrubs and trees, this is not considered a material planning consideration unless protected or forming part of a wider designation. Similarly, matters relating to the presence and protection of a sewer pipe fall under separate legislation and building control requirements and are not material to the determination of this application.

Having regard to the modest scale of the development, its positioning, and the established pattern of similar works within the area, it is not considered that the proposal would give rise to harm sufficient to warrant refusal. Furthermore, the presence of numerous comparable extensions and alterations within the immediate locality demonstrates that this type of development is characteristic of the area and does not result in unacceptable impacts on residential amenity. Overall, the proposal is considered acceptable.

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 current exempt from the statutory requirement to demonstrate a 10% net gain in biodiversity.

Conclusion

The proposal is considered to comply with relevant local and national planning policies and is therefore recommended for approval.

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 and proposed plans.

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 planning policies and any representations that may have been received, in order to be able to, where possible, grant permission.

Plans list for: DC/26/0631

(The approved plans will form Condition 1 on the Decision Notice of all Permitted applications)

Schedule of plans/documents approved:

Plan Type	Description	Drawing Number	Received Date
Location & Site plan	Location Plan Site Plan and Photographs	SP/26/01	20.04.2026
Elevation & Floor plan	Existing Plans Sections and Elevations	SP/26/02	20.04.2026
Elevation & Floor plan	Proposed Floor Plans Front Elevation and Section	SP/26/03	20.04.2026
Elevation plan	Proposed Rear and Side Elevations and Sections	SP/26/04	20.04.2026

DELEGATED

Case Officer sign/initial Meg Bayliss Date: 11/06/2026

Authorising Officer sign/initial Tamara Dale Date: 15/06/2026