

Ryan Sclanders

7th January 2026

66 Rookfield Road
Horsham
RH12 0AX

Ref: EN/25/0415

For the Attention of Jo Hopkins-Brown: Retrospective Planning Application to seek retrospective approval for Garage Conversion at 66 Rookfield Road, RH12 0AX

Dear Jo

I hereby attach this covering letter to accompany my retrospective planning application for the conversion of my garage into an office at my home address of 66 Rookfield Road, following notification that the works carried out were in breach of Condition 12 of DC/19/1508.

At the time of undertaking the works, we were not aware of the specific requirement set out in Condition 12, which necessitated a separate planning application for the garage conversion. This was an oversight on our part, and we wish to clarify that there was no intention to disregard planning controls. We had engaged with Building Control prior to commencing the work, and the conversion was inspected and signed off accordingly. As Building Control approval was granted, we believed that all necessary permissions had been addressed.

We would also like to highlight that we carefully considered parking arrangements before proceeding with the conversion. Our property benefits from two designated parking spaces on the driveway, and as a household with only two cars, these spaces fully meet our needs. The conversion of the garage has therefore not resulted in any loss of parking provision or created any parking issues within the surrounding area.

We respectfully request that the council considers this retrospective application favourably. We are fully committed to complying with all planning requirements and are grateful for the opportunity to regularise the situation.

Thank you for your time and consideration. Please do not hesitate to contact me should any further information be required.

Yours faithfully,
Ryan Sclanders