Revision: P01
Date: 23/02/2024

Horsham CAD Services

Design & Access Statement

1. Introduction & Background

Horsham CAD Service are submitting this Design & Access Statement to Horsham District Council to describe and support the proposed works to the Newlands property as per planning application reference PP-12830725 (Newlands, Shermanbury Road, Partridge Green, RH13 8EU).

The intention is to replace the existing conservatory with a solid single storey brick and block walled extension, complete with glazing, double patio doors and flat roof with roof lantern.

The site is not situations on a Site of Special Scientific Interest (SSSI) or categorised as a heritage site.

1.1. Pre-Application Advice

It is believed that this application falls under permitted development.

2. Design

2.1. The process

2.1.1. Assessment

The assessment/appraisal of this scheme was discussed by the property owner and Architect (Horsham CAD Services). The main reasons being that the existing conservatory is rather old, lacks the thermal comfort properties to keep it up to date with modern building regulations and to provide additional usable internal space for the occupants.

2.1.2. Involvement

The key stakeholders involved in this scheme are as listed below:

- Property Owner
- Horsham CAD Services
- Vallance Construction Ltd.
- Horsham District Council

Horsham CAD Services were appointed as Architects for the scheme, and as Agent for management of the planning application process.

2.1.3. Evaluation

Due to the relatively minor nature of the works required, and given that the property already has an existing conservatory in the location of the proposed construction, we believe there are no impacts from a visual impact perspective on the surrounding area.

Consideration was given to the nearby developments and dwellings as listed below, and the access to/from these developments.

- Neighbours to East & West
- Sports facilities to South on opposite side of Shermanbury Road

2.1.4. Design

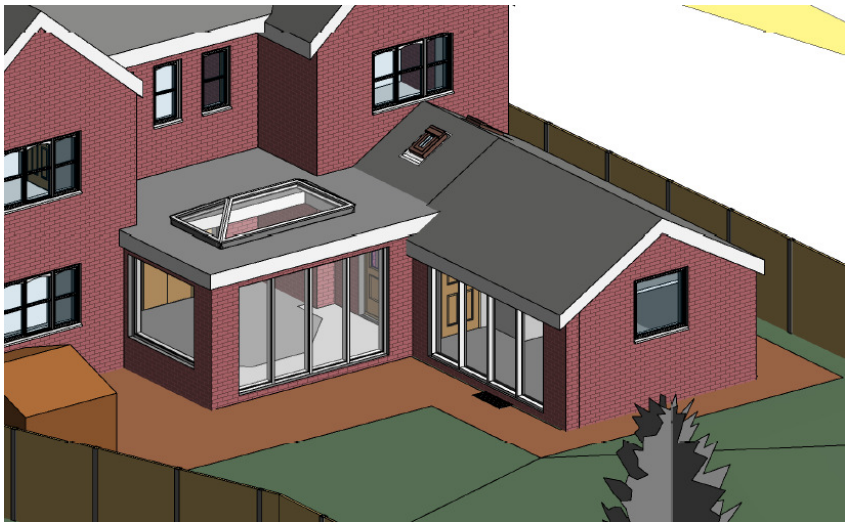
Please refer to the planning drawings submitted as part of the application reference PP-12830725.

The proposed design of the rear extension is to use traditional cavity wall type construction using brick and block with an insulated cavity. The roof will be a flat roof EPDM type construction with a roof lantern letting natural light enter the room below.

Double glazing share be used in all areas where glazing is to be installed, including the roof lantern and wall glazing.

The rainwater down pipes and guttering shall be redirected to an existing gully. The flat roof shall be built with a fall to allow rainwater to flow into the guttering so as to avoid build up of rainwater on the roof.

The proposed extensions will have up/down lights in 3no. locations on the external wall of the extension.



The design of the rear extension takes into account sustainability of the property within its site boundary as well as the surrounding areas.

2.2. Use

The proposed use of the facility will remain unchanged and fall under the below class.

- C3 Dwellinghouses - This class is formed of three parts

  C3(a) covers use by a single person or a family (a couple whether married or not, a person related to one another with members of the family of one of the couple to be treated as members of the family of the other), an employer and certain domestic employees (such as an au pair, nanny, nurse, governess, servant, chauffeur, gardener, secretary and personal assistant), a carer and the person receiving the care and a foster parent and foster child.

2.3. Amount

The total square meterage that is proposed to be built on is 12m2. These figures include construction which requires foundations/hard standing/concrete slabs to be laid.

2.4. Layout

Please refer to the planning drawings submitted as part of the application reference PP-12830725.

2.5. Scale

Please refer to the planning drawings submitted as part of the application reference PP-12830725.

The heights of the stands as well as any other construction shall not be higher than any other structure already on site.

2.6. Landscaping

All areas of construction shall be 'made good' following completion of the construction by the Contractor responsible for the construction. Materials used for replacing landscaping, earthworks or areas of hard standing for pathways shall be using identical materials to retain the same aesthetics of the area and which are sustainably / locally sourced.

The visual impact of the proposed construction shall be very minimal as none of the proposals are protruding higher than those structures already on site.

2.7. Appearance

All materials used will be in keeping with those already used for existing buildings and site features.

Please refer to the planning drawings submitted as part of the application reference PP-12830725.

3. Access

As this proposed construction is to the rear of the property, and the property has plenty of driveway space, we feel that there is adequate provision for access.

The access to and from the nearby developments listed in Section 2.1.3 have been reviewed by the architect, and have been deemed to be unaffected by these proposals.

Customers of the sports facilities and car parks opposite Newlands will have access at all times, and will be unaffected by this proposed works.

Access will be gained via the timber double gates to the east of the main dwelling.

3.1. Security

No requirements for additional security required as part of these works.

3.2. Vehicular and transport links

Access for home owners to the dwellings situated to the east and west of the property, shall remain as they are currently, as will the access to the sport facilities opposite.

No revised highway configurations or routes are proposed as part of this application.

3.2.1. Vehicle Movements, Logistics & Materials

The Contractor shall be required to manage the handling of materials as part of their scope of works, removing excess / unwanted materials from site and the disposal thereof. Works vans will be parked on the Newlands property driveway and not on Shermanbury Road so as to not block emergency vehicles from needing to access the sports facility when required in the event of an emergency, and to prevent traffic congestion.

Skips shall be placed on the driveway inside of Newlands property boundary, leaving space for works vehicles.

There may be some delays to traffic whilst a skip lorry delivers or collects skips from site, but this should be 1 or 2 times during construction, and the Contractor shall assist with traffic management during those times to guide the skip lorry into position as well as raising awareness to road users of the planned manoeuvre.

3.3. Inclusive access

In accordance with Sport England and Building Regulations Approved Document Part M2 for buildings other than dwellings, the design of these works takes account of these requirements and has been designed in accordance with these regulations to provide suitable disability access to areas surrounding the Newlands property for the general public.