Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	**3rd April 2025**
Check Neighbours	10/04/2025
Check Consultations (including newts) / Press List	10/04/2025
Check Description, Plans and Supporting Documents	10/04/2025
Print and Display Site Notice (if required)	N/A
WEEK TWO (+7)	**10th April 2025**
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	N/A
Draft HRA / AA if necessary. If the water statement is insufficient discuss with TL / PPO whether to discuss / accept amendments to the strategy.	N/A
Instruct Legal if s106 required (with prior TL / PPO agreement)	N/A
WEEK THREE (+14)	**17th April 2025**
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).	N/A
WEEK FOUR (+21)	**24th April 2025**
If no amendments required, contact agent / applicant with update on progress.	N/A
Confirm whether delegated or committee decision (re: parish and neighbour representations)	**Delegated**
WEEK FIVE (+28)	**1st May 2025**
14-day re-consultation letters to be sent on any amended plans	N/A
Prepare draft report	**15/05/2025**
WEEK SIX (+35)	**8th May 2025**
Check 35-day Cllr call-in for Committee	**N/A**
If decision based on original plans, report to be drafted and submitted for sign off	**15/05/2025**
WEEK SEVEN (+42)	**15th May 2025**
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/25/0478
4 Butlers Road, Horsham, West Sussex, RH13 6AJ

DESCRIPTION:

Conversion of garage into habitable living space and erection of a first-floor extension over the existing garage.

RELEVANT PLANNING HISTORY:

DC/25/0476	Erection of a single storey rear extension (Certificate of Lawful Development - Proposed)	Pending Consideration

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

North Horsham neighbourhood planning
Voluntary withdrawal of designation: North Horsham Parish Council voluntarily withdrew their parish from the Neighbourhood Development Plan process on 30 July 2018.

Horsham District Local Plan (2023-40) (Regulation 19):
Policy 19: Development Quality
Policy 20: Development Principles

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:

Natural England: Standing Advice:-

It cannot be concluded that existing abstraction within the Sussex North Water Supply Zone is not having an adverse effect on the integrity of the Arun Valley SAC/SPA/Ramsar sites. Developments within Sussex North must therefore must not add to this impact and one way of achieving this is to demonstrate water neutrality. The definition of water neutrality is the use of water in the supply area before the development is the same or lower after the development is in place.

To achieve this Natural England is working in partnership with all the relevant authorities to secure water neutrality collectively through a water neutrality strategy. Whilst the strategy is evolving, Natural England advises that decisions on planning applications should await its completion. However, if there are applications which a planning authority deems critical to proceed in the absence of the strategy, then Natural England advises that any application needs to demonstrate water neutrality.

Parish Comments:

No Objection

Representations:

None received

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.

4 Butlers Road is a semi-detached property within the built-up boundary of Horsham. The conversion of the garage is for the creation of an entrance hall and study. The first-floor extension above the existing garage will allow for the first-floor layout to be reconfigured to accommodate an additional room and enlarging the existing bedrooms.

An amended floor plan was requested as the application originally included the creation of a 4th bedroom, however the size of the bedroom failed to meet the standard size requirements. This has been amended to show a study on the first floor. The proposed materials are to match those of the existing property.

It is recognised that the proposed two storey front extension would be the first of its kind within the street scene, albeit that single storey front extensions are a feature within the locality. The design of the proposed extension is considered to sit comfortably within the context of the site, and has been designed to reflect the features and build characteristics of the host property. It is not therefore considered that the proposal would result in significant harm to the visual amenities or character of the site and locality.

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.

It is considered that the siting and layout of the proposed extension/conversion of garage 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 180 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 and finishes of all new external walls, windows and roofs of the development hereby permitted shall match in type, colour and texture those of the existing building.

Reason: 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/25/0478
(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 & Block plan	Site Location & Block Plan	DE1310 / 06 REV P1	26.03.2025
Floor plan	Existing Floor Plans & Roof Plan	DE1310 / 02 REV P1	26.03.2025
Elevation plan	Existing Elevations	DE1310 / 03 REV P1	26.03.2025
Floor plan	Proposed Floor Plans	DE1310 / 04 REV P2	15.05.2025
Elevation plan	Proposed Elevations	DE1310 / 05 REV P1	26.03.2025

DELEGATED

Case Officer sign/initial Meg Bayliss Date: 19/05/2025

Authorising Officer sign/initial Tamara Dale Date: 29/05/2025