



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	23rd July 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)	30th July 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)	6th August 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)	13th August 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)	20th August 2026
14-day re-consultation letters to be sent on any amended plans	☐
Prepare draft report	☒
WEEK SIX (+35)	27th August 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)	3rd September 2026
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/26/1106
171 Farhalls Crescent, Horsham, West Sussex, RH12 4BX

DESCRIPTION:

Conversion of the existing detached garage into habitable living space to form a home hair salon incidental to the main dwelling, including raising the roof to increase the internal head height and replacement of the existing garage door with an entrance door.

RELEVANT PLANNING HISTORY:

DC/21/1915 Fell 3 x Oaks

Application Permitted

on 17.11.2021

DC/25/1303	Erection of a first floor rear extension above existing single storey flat roof structure.	Application Permitted on 07.11.2025
DC/26/0706	Conversion of existing detached garage into habitable space for use as hairdressing incidental to the main dwelling (Lawful Development Certificate - Proposed).	Withdrawn Application on 10.07.2026

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 Policy	Blueprint HB3:	Business Character	Neighbourhood of	Forum 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, however, Members noted that there is no mention of signage within the application, and Members endorse the recommendations from the EHO.

HDC Environmental Health:

No objection.

WSCC Highways:

No objection.

HDC Arboricultural Officer:

No objection.

Representations:

The Horsham Society objects to the application, considering that the proposed use is inappropriate within a residential area and would result in a loss of general amenity for neighbouring residents. Concerns are also raised regarding the design of the proposal and its suitability as a business premises in this location.

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 integrate well with its surroundings.

The application site relates to a detached residential property located within the built-up area of Horsham where domestic alterations and ancillary home-working arrangements are common. The dwelling is set within a generous plot and benefits from a detached garage positioned within the curtilage.

The proposal seeks the conversion of the existing detached garage into habitable accommodation to form a home hair salon ancillary to the main dwelling. The works include raising the roof to increase internal head height and replacing the existing garage door with an entrance door.

Whilst the proposal would alter the appearance of the existing garage, the overall scale and form of the building would remain appropriate to its setting. The replacement entrance door would be designed to match the existing materials and appearance of the building, ensuring a cohesive finish. The alterations are considered modest in nature and would not appear out of keeping with the host property or surrounding area.

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.

Although the roof would be raised, the scale of the alterations is not considered likely to result in an overbearing impact or significant loss of light or outlook to neighbouring occupiers.

The proposed salon would operate as a home business ancillary to the residential use of the property between 9:00am and 6:00pm Monday to Friday and 9:00am to 12:00pm on Saturdays. No appointments would take place on Sundays or Bank Holidays.

Given its limited scale and residential context, the proposal is not considered likely to give rise to unacceptable levels of noise, disturbance or activity. It is however considered reasonable to impose a condition limiting the operation of the business to within the aforementioned hours, with a condition also securing that the use remain ancillary to the primary residential use of the site. Accordingly, the proposal would have an acceptable impact on neighbouring residential amenity.

Impact on Trees

HDC Arboricultural Officer confirmed there are no trees at the rear of the property which are protected under Tree Preservation Order ref TPO/0941, nor will there be any impact on trees of significant arboricultural merit or landscape value. As such, no arboricultural concerns are raised in relation to this proposal.

Impact on Parking

Policy 41 of the HDPF states that development which involves the loss of existing parking spaces will only be allowed if suitable alternative provision has been secured elsewhere, or the need for the development overrides the loss of parking and where necessary measures are in place to mitigate against the impact.

The proposal would result in the loss of the existing garage parking space. However, the Highway Authority has advised that the garage is substandard in size and does not meet current parking standards for a single parking space and therefore is unlikely to function as practical vehicle parking. Sufficient off-street parking would remain available within the driveway to serve the dwelling.

Furthermore, the proposed home salon would operate on an appointment-only basis and is not expected to generate a significant increase in vehicular movements. The Highway Authority has raised no objection and confirms that the proposal would not adversely affect highway safety or the operation of the local highway network. Accordingly, the development is considered acceptable in parking and highway terms.

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, Policy N6 of the NPPF, 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 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).

- 4 **Regulatory Condition:** The hair salon hereby permitted shall be operated by the occupier of 171 Farhalls Crescent and shall be operated as ancillary to the occupation and enjoyment of 171 Farhalls Crescent as a dwelling and shall not be operated as a separate and/or independent commercial unit.

Reason: The establishment of an additional independent commercial unit would give rise to an over-intensive use of the site and/or lead to an unsatisfactory relationship between independent units of living accommodation contrary to Policy 33 of the Horsham District Planning Framework (2015).

- 5 **Regulatory Condition:** The use hereby permitted shall operate only between the hours of 09:00 and 18:00 on Mondays to Fridays and between 09:00 and 12:00 on Saturdays. No business activities associated with the use shall take place on Sundays, Public Holidays, or Bank Holidays.

Reason: To safeguard the amenities of neighbouring properties in accordance with Policy 33 of the Horsham District Planning Framework (2015).

NOTE TO APPLICANT

Biodiversity Net Gain Condition

Paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 states that planning permission is deemed to have been granted subject to the "biodiversity gain condition" which means development granted by this notice must not begin unless:

- (a) a Biodiversity Gain Plan has been submitted to the planning authority, and
- (b) the planning authority has approved the plan.

Under Regulations 4, 5, 7 & 8 of the Biodiversity Gain Requirements (Exemptions) Regulations 2024 the statutory biodiversity gain condition required by Schedule 7A to the Town and Country Planning Act 1990 (as amended) does not apply in relation to planning permission for development which:

- 1. does not impact an onsite priority habitat (a habitat specified in a list published under section 41 of the Natural Environment and Rural Communities Act 2006); and impacts less than 25 square metres of onsite habitat that has biodiversity value greater than zero and less than 5 metres in length of onsite linear habitat (a hedgerow habitat or watercourse habitat identified for the purposes of the biodiversity metric);
- 2. is the subject of a householder application within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015;

3. is undertaken solely or mainly for the purpose of fulfilling, in whole or in part, the biodiversity gain planning condition which applies in relation to another development (In determining whether a development is undertaken solely or mainly for this purpose, no account is to be taken of any facility for the public to access or to use the site for educational or recreational purposes, if that access or use is permitted without the payment of a fee);
4. consists of no more than 9 dwellings, is carried out on a site which has an area no larger than 0.5 hectares, and consists exclusively of dwellings which are self-build or custom housebuilding ("Self-build or custom housebuilding" has the same meaning as in section 1(A1) of the Self-build and Custom Housebuilding Act 2015 (as amended)).

In addition, the Biodiversity Gain Plan Condition does not apply to applications for major development made before 12 February 2024, or non-major development made before 2 April 2024.

Based on the information submitted in the planning application documents, the Planning Authority considers that this permission is exempt from biodiversity net gain, and as such does not require approval of a biodiversity gain plan before development is begun.

Statutory exemptions and transitional arrangements

There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply. These can be found at Paragraph: 003 Reference ID: 74-003-20240214 of the Planning Practice Guidance, which can be found at <https://www.gov.uk/guidance/biodiversity-net-gain>.

Irreplaceable habitat

If the onsite habitat includes irreplaceable habitat (within the meaning of the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) there are additional requirements for the content and approval of Biodiversity Gain Plans.

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/26/1106

(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
Floor plan	Proposed Floor Plans	GIBSON V1	10.07.2026
Location & Block plan		NONE	10.07.2026
Elevation plan	Proposed Elevations	GIBSON v2	10.07.2026

DELEGATED

Case Officer sign/initial

Meg Bayliss

Date: 07/09/2026

Authorising Officer sign/initial Tamara Dale

Date: 17.09.2026