



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	17th 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)	24th 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)	1st 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)	8th 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)	15th May 2026
14-day re-consultation letters to be sent on any amended plans	-
Prepare draft report	☒
WEEK SIX (+35)	22nd 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)	29th May 2026
If decision based on amended plans, report to be drafted and submitted for sign off	-
Reason for EOT	-

APPLICATION NO./ADDRESS:

DC/26/0630
14 Farm Avenue, Horsham, West Sussex, RH12 2JY

DESCRIPTION:

Erection of a proposed front porch and off road parking with extended drop kerb.

RELEVANT PLANNING HISTORY:

DC/18/1318	Demolition of rear sun room and erection of a replacement single storey extension.	Application Permitted on 15.08.2018
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RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):

Policy 31 - Green Infrastructure and Biodiversity

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:

Horsham Town Council Planning Committee

No comment.

WSCC Highways:

WSCC Highways has requested amended plans. The proposed parking space appears to be undersized at approximately 4.5m deep, whereas a minimum depth of 4.8m is required. WSCC also requires confirmation that the proposed crossover will be at least 1m from the existing telegraph pole and street sign, or evidence that the relevant parties agree to their retention. The application should be reconsulted once the amended plans have been submitted.

Following the amended plan, a compliant 4.8m deep parking space and shows the proposed vehicle crossover located 1m from the existing telegraph pole. The applicant will still need to obtain a licence from WSCC for the access works. Overall, WSCC considers the proposal acceptable in highway safety terms and has no transport grounds for refusal.

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.

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 residential property located at 14 Farm Avenue, within the built-up boundary area. The surrounding street is characterised by similar dwellings set within defined plots, with a mix of front gardens, driveways and hardstanding areas. The area displays a varied pattern of development, including extensions and alterations to existing properties.

The proposed porch would be modest in scale and positioned on the principal elevation. It would appear as a subordinate addition and would not dominate the frontage of the dwelling. The design is simple with the use of materials to match the existing property and would integrate satisfactorily with the host dwelling.

The formation of additional hardstanding to the front garden would alter the immediate appearance of the plot; however, this is a common feature within the street, where several properties have undertaken similar works to provide off-street parking. As such, the proposal would not appear out of keeping with the established character of the 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.

The proposed porch is modest in scale would not introduce any additional height or massing that would result in an overbearing impact on neighbouring properties, nor would it give rise to any loss of light or outlook.

The formation of off-street parking within the front garden would not result in any harmful impacts on neighbouring amenity.

Given the scale and nature of the proposal, and the presence of similar developments within the surrounding area, it is considered that the works would not result in any material harm to neighbouring occupiers.

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.

Highways requested amendments to the proposed vehicle crossover and parking arrangement, noting that the hardstanding depth appeared insufficient and seeking confirmation that the crossover would be positioned an appropriate distance from the existing telegraph pole. Following the submission of amended plans, Highways confirmed that the proposal is sufficient. Subject to the applicant obtaining the necessary licence from WSCC for the access works, the Highway Authority raises no objection and advises that the proposal would not result in an unacceptable impact on highway safety or the operation of the highway network.

The proposal includes the creation of off-road parking, supported by an extended dropped kerb access. This would provide improved parking provision within the site and reduce reliance on on-street parking. Given the established pattern of similar front garden parking arrangements within the surrounding area, the proposal is considered acceptable in highway and parking terms. The development would not result in increased parking pressure or harm to highway safety, and the improved access arrangement is considered appropriate.

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 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).

NOTE TO APPLICANT

The applicant is advised that in addition to obtaining planning permission that they must also obtain formal approval from the highway authority to carry out the site access works on the public highway. The granting of planning permission does not guarantee that a vehicle crossover licence shall be granted because the highway license process considers wider factors than are considered by the Highway Authority at planning stage.

Additional information about the licence application process can be found at the following web page:
<https://www.westsussex.gov.uk/roads-and-travel/highway-network-permits-and-licences/highway-licences/west-sussex-county-council-licences/dropped-kerbs-or-vehicle-crossovers-for-driveways/>

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/26/0630

(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
Plans	Existing Layouts and Elevations	2026.501.01 revision A	15.05.2026
Plans	Proposed Layouts and Elevations	2026.501.02 revision A	15.05.2026
Location plan	Existing Location Plan	2026.501.03 revision A	15.05.2026
Block plan	Proposed Block Plan	2026.501.04 revision A	30.06.2026

DELEGATED

Case Officer sign/initial Meg Bayliss Date: 16/07/2026

Authorising Officer sign/initial Tamara Dale

Date: 27/07/2026