DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:
DC/25/1179
Rose Cottage , Garden Wood Close, West Chiltington, West Sussex, RH20 2NN

DESCRIPTION:
Installation of 8x rooflights to the South, East and West elevations and installation of window to the East gable of the roof.

RELEVANT PLANNING HISTORY:

WC/22/84	A.r.m erection of bungalow and garage (From old Planning History)	Application Permitted on 08.06.1984
DC/25/0241	Erection of a rear blind dormer extension to the roof slope, raising of rear half gable to full gable and raising of side half gable to full gable. (Lawful Development Certificate - Proposed).	Application Permitted on 14.04.2025
DC/24/1732	Erection of a rear dormer extension to the roof slope, raising of rear half gable to full gable and raising of side half gable to full gable (Lawful Development Certificate - Proposed).	Application Refused on 29.01.2025

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

West Chiltington Neighbourhood Plan (WCNP) 2016 - 2032:
The West Chiltington Neighbourhood Plan is in progress. West Chiltington Parish submitted their Submission draft plan to Horsham District Council on 19 November 2018. In accordance with legislation, the Council is in the process of considering whether the plan meets the Basic Conditions and can progress to Regulation 16 consultation and formal examination.

Policy H2 – Quality of Design

Horsham District Local Plan (2023-40) (Regulation 19):
Policy 9: Water Neutrality
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:
(Final Comments dated 05.09.2025) No objection. It would however request that HDC communicates its view on how the overall development of this property has been regularised. The request for a Certificate of Lawful Development, followed quite quickly by this application is quite unusual.

Representations:
2 representations have been received (from 1 address) objecting to the application on the following grounds:

- The application is retrospective.
- Any future changes to the windows would result in a loss of privacy.
- Insufficient parking and disruption during building works.
- Understand that the property will be used as a AIRBnB, which may create parking and noise nuisance. Additional parking should be sought.

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:
This application seeks consent for the installation of 8x rooflights to the South, East and West elevations and installation of window to the East gable of the roof at Rose Cottage, a detached property which slightly raised from Garden Wood Close. Garden Wood Close itself is a small residential cul-de-sac with other dwellings within the close of similar character and dwellinghouse type. The area is well vegetated with their being limited development within the area.

This current application follows two earlier lawful development certificate submissions. The initial submission (DC/24/1732) sought dormer roof extensions and rooflights, and was refused as the rooflights were not permitted by reason of condition 1 of planning permission WC/22/84, which precludes upper floor windows. A subsequent submission (DC/25/0241) was later approved solely for the roof extensions. This current planning application relates to the rooflights to the front and side elevations of the dwelling.

Character and Appearance

Policy 32 and 33 of the HDPF seeks 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.

The proposal is to install 8 rooflights, including to the roofslope on the south (4no.), east (1 no.) and west (3 no.) elevations, with a first-floor window also proposed to the eastern gable end. The rooflights would be installed alongside the dormer roof extensions confirmed as being permitted development under application ref: DC/25/0241, with the totality of the development creating a chalet bungalow on the site.

The rooflights and side window would be well contained within the respective elevations and would not, given their size, number and siting, represent unduly prominent or unsightly additions to either the host building or wider surrounding area. The visual impact of the proposal is therefore considered 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 proposed siting of the rooflights and the resulting relationship with adjoining properties and land would not create any intrusive views which would lead to a harmful loss of privacy. The side facing window to the eastern elevation is indicated as being obscurely glazed and fixed shut, and this would be secured by condition. While the rooflights would introduce new openings where none are currently present it is considered that domestic lighting and use of the property would not lead to significant potential for harmful light pollution or other nuisance.

It is therefore considered that the amenity impacts of the proposal are acceptable and would accord with the above policy.

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.

Other Matters

It is noted that concerns have been raised relating to the potential for further openings to be created at roof level, and that the property may be used for short-term accommodation.

The original planning permission for the dwelling includes a condition which prevents windows being installed within the roof without the need for planning permission. This condition would remain in force at the site.

The application does not include any material change of use of the dwelling, and any future complaints relating to the nature of future occupation could be investigated through the Planning Compliance and / or Environmental Health Teams.

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 **Regulatory Condition**: The materials to be used in the development hereby permitted shall strictly accord with those indicated on the approved plans and application form.

Reason: To enable the Local Planning Authority to control the development in detail in the interests of visual amenity and in accordance with Policy 33 of the Horsham District Planning Framework (2015).

3 **Pre-Occupation Condition**: No part of the development hereby permitted shall occupied until the first-floor window (within the gable-end) to the eastern elevation has been fitted with obscured glazing. The window shall be fixed shut / non-openable. Once installed the obscured glazing shall be retained permanently and the window fixed shut/non-openable thereafter.

Reason: To protect the privacy of adjacent occupiers 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/25/1179
(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
Supporting Statement	Planning	NONE	18.07.2025
Elevation & Floor plan	Existing and proposed	24-J001-001 REV P4	18.07.2025
Location & Block plan		24-J001-002 REV P3	18.07.2025

DELEGATED

Case Officer sign/initial JBurrowes Date: 10/10/2025

Authorising Officer sign/initial Guy Everest Date: 17.10.2025