Mr. Patrick Bowler
CEB Design Group Ltd.
13 Clifton Vale
Bristol
BS8 4PT

Planning Department
Horsham District Council,
Albery House,
Springfield Road,
Horsham, West Sussex
RH12 2GB

21ST October 2026

Dear Sir/Madam,

Proposed two-storey side extension after demolition of garage at 68 Hillside, Horsham, RH12 1NG.

This is a Householder Application for a semi-detached house.

The description of the Proposed Scheme is as follows:

The proposed development involves the demolition of the garage and the erection of a two-storey side extension that will provide a garage and a snug on the ground floor, while the first-floor extension will accommodate an additional bedroom with an ensuite and walk-in wardrobe.

The materials will be brick finish to match the existing and roof tiles to match the existing.

The application comprises:

- Cover page with Site Location Plan (1:500)
- Site Block Plan Existing and Proposed (1:200) with Site Location Plan (1:1250)
- Site Plan Existing and Proposed (1:500)
- Existing Floor Plans
- Proposed Floor Plans
- Existing Elevations
- Proposed Elevations (contains labels explaining the proposed materials)
- Existing Sections & Proposed Sections

Comparable Applications to the Proposed Scheme:

Site Address	Date of Application	Application Reference Number	Decision	Types of Works
28 Broome Close Horsham West Sussex RH12 5XG	April 2023	DC/23/0678	Granted	Erection of a two-storey side extension and front porch extension

We want to highlight the similarities in the Proposed Scheme to those of 28 Broome Close. Both applications include erection of a two-storey side extension of the same scale.

In accordance with the Horsham District Council: Guidance for Planning permission for home extensions, the proposed extension has been carefully designed to respect the character and appearance of the original dwelling and the surrounding street scene. The external materials, design and detailing will match the original house, ensuring that the extension remains subservient to the host dwelling.

The proposed development comprises the construction of a two-storey side extension to provide additional living accommodation and improve the functionality of the existing dwelling. The extension has been carefully designed with regard to the Council's guidance on double-storey side extensions, particularly the need to avoid a cramped appearance and minimise the potential for a terracing effect.

The proposed side extension will measure approximately 2,911 mm in width and 8,423 mm in length, with a 900 mm setback from the right-hand site boundary. The ground-floor extension will accommodate a garage and a snug. At first-floor level, the extension will provide an additional bedroom with an en-suite bathroom and a walk-in wardrobe, thereby enhancing the accommodation available within the property.

The proposed side extension will feature a gable roof, stepped down from the main roof ridge to ensure the extension remains visually subservient to the existing dwelling. This design approach reduces the perceived scale and bulk of the addition while maintaining the architectural character of the property.

The design has been carefully considered in accordance with the Council's guidance for double-storey side extensions, particularly regarding visual bulk, spacing and the prevention of a terracing effect. The ground-floor element will align with the principal elevation of the existing dwelling, while the first-floor element will be set back by 500 mm from the principal elevation. This setback creates a visual break, helping to reduce the perceived bulk of the extension and maintain the visual subordination of the addition to the main dwelling.

The proposed extension will retain a 900 mm separation from the right-hand site boundary. Although marginally below the Council's general guideline of one metre, this reduced separation is considered acceptable in the context of the site. The property is situated within a cul-de-sac, and the neighbouring property has only a single-storey garage with a flat roof. Consequently, the proposed extension would not create a continuous two-storey built form with neighbouring properties or result in the terracing effect that the guidance seeks to prevent. The 500 mm first-floor setback further reduces the visual impact of the development.

The proposed openings have been carefully designed to complement the existing dwelling. The first-floor side window is positioned to avoid direct alignment with the neighbouring property's windows. Given the presence of the neighbour's garage and the considered window placement, the proposal is not expected to result in any unacceptable overlooking or loss of privacy.

The external materials will comprise brickwork to match the existing dwelling, with roof materials to match the existing roof, ensuring a cohesive and visually harmonious appearance.

Overall, the proposal provides a proportionate and functional addition to the existing dwelling while respecting its character and the surrounding context. The design, materials, retained side separation and first-floor setback are considered appropriate to minimise visual impact and address the Council's guidance. The development is therefore respectfully submitted for the Council's consideration.

Yours faithfully,

Patrick Bowler