



**DELEGATED APPLICATIONS - ASSESSMENT SHEET**

| <b>OFFICER CHECKLIST</b>                                                                                                                                                                                                    |                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>WEEK ONE (Date Valid)</b>                                                                                                                                                                                                | <b>14th April 2026</b> |
| Check Neighbours                                                                                                                                                                                                            | x                      |
| Check Consultations (including newts) / Press List                                                                                                                                                                          | x                      |
| Check Description, Plans and Supporting Documents                                                                                                                                                                           | x                      |
| Print and Display Site Notice (if required)                                                                                                                                                                                 | x                      |
| <b>WEEK TWO (+7)</b>                                                                                                                                                                                                        | <b>21st April 2026</b> |
| Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)                                                                                                                                       | x                      |
| 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                    |
| <b>WEEK THREE (+14)</b>                                                                                                                                                                                                     | <b>28th April 2026</b> |
| 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                    |
| <b>WEEK FOUR (+21)</b>                                                                                                                                                                                                      | <b>5th May 2026</b>    |
| If no amendments required, contact agent / applicant with update on progress.                                                                                                                                               | x                      |
| Confirm whether delegated or committee decision (re: parish and neighbour representations)                                                                                                                                  | x                      |
| <b>WEEK FIVE (+28)</b>                                                                                                                                                                                                      | <b>12th May 2026</b>   |
| 14-day re-consultation letters to be sent on any amended plans                                                                                                                                                              | N/A                    |
| Prepare draft report                                                                                                                                                                                                        | x                      |
| <b>WEEK SIX (+35)</b>                                                                                                                                                                                                       | <b>19th May 2026</b>   |
| Check 35-day Cllr call-in for Committee                                                                                                                                                                                     | x                      |
| If decision based on original plans, report to be drafted and submitted for sign off                                                                                                                                        | x                      |
| <b>WEEK SEVEN (+42)</b>                                                                                                                                                                                                     | <b>26th May 2026</b>   |
| If decision based on amended plans, report to be drafted and submitted for sign off                                                                                                                                         | N/A                    |
| Reason for EOT                                                                                                                                                                                                              | N/A                    |

**APPLICATION NO./ADDRESS:**

DC/26/0539

Oakwood Cottages , Hooklands Lane, Shipley, West Sussex, RH13 8PY

**DESCRIPTION:**

Erection of two bay garage with alterations to fenestration, including additional dormer to eastern elevation of existing dwelling.

**RELEVANT PLANNING HISTORY:**

|            |                                                                                             |                        |            |
|------------|---------------------------------------------------------------------------------------------|------------------------|------------|
| DC/21/0912 | Subdivision of existing annexe from 1 Oakwood Cottages to create a self-contained dwelling. | Application 23.12.2021 | Refused on |
|------------|---------------------------------------------------------------------------------------------|------------------------|------------|

## RELEVANT PLANNING POLICIES

### **The National Planning Policy Framework (NPPF)**

#### **Horsham District Planning Framework (2015):**

Policy 25 - Strategic Policy: The Natural Environment and Landscape Character

Policy 26 - Strategic Policy: Countryside Protection

Policy 28 - Replacement Dwellings and House Extensions in the Countryside

Policy 32 - Strategic Policy: The Quality of New Development

Policy 33 - Development Principles

Policy 41 - Parking

#### **Shipley Parish Neighbourhood Plan 2019-2031**

Policy Ship HD3: High quality design

#### **Horsham District Local Plan (2023-40) (Regulation 19):**

Policy 19: Development Quality

Policy 20: Development Principles

Policy 25: Parking

Policy 45: Replacement Dwellings and House Extensions in the Countryside

#### **Parish Design Statement:**

Shipley Parish Design Statement

## 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](http://www.horsham.gov.uk).

### Consultations:

**NatureSpace Newt Officer:** *The proposed development is not considered to be relevant to the District Licensing Scheme in this case and we consider there would be no likely impact on great crested newts or their habitats. Therefore have no comments to make at this time. If the proposal changes, then please seek further advice as required.*

**Arboricultural Officer:** *No significant arboricultural concerns.*

### Parish Comments:

Shipley Parish Council support the application.

### 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 obtained during site visit. These details were considered sufficient to allow the application to be properly considered and determined.

### **Character and Appearance**

Policy 28 of the Horsham District Planning Framework 2015 relates to house extensions and outbuildings in the countryside, stating that extensions should not be disproportionate to the size of the existing dwelling, and should be in keeping with the scale and character of the existing dwelling. The policy also states that the cumulative impact of existing extensions will be taken into account. Additionally, Policy 28 of the HDPF states that ancillary accommodation and garaging must demonstrate that the need for additional space cannot be met from an existing dwelling or buildings suitable of conversion on the site, with new outbuildings sited to have regard to the dwelling they serve and be grouped with the house. The policy also states that the use of ancillary accommodation as a separate dwelling will not be supported.

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 Ship HD3 of the Shipley Parish Neighbourhood Plan 2019-2031 aims to maintain that all proposals for new development in Shipley Parish are expected to respond positively to local design characteristics and features as set out in the Shipley Parish Design Guidance (in Appendix 2 of this Neighbourhood Plan). New development should be of a size and scale which respects and, where possible, enhances the character of the area or locality, using materials typical of the area.

The proposal seeks planning permission for the erection of two bay garage with alterations to fenestration, including additional dormer to eastern elevation of existing dwelling.

It is acknowledged that the existing dwelling was a former annexe to 1 no. Oakwood Cottages, which was approved to be used as a separate residential dwelling under planning permission reference DC/24/0079. The terms of that planning permission included condition 5 which requested the retention of the double garage car parking spaces that are contained within the building. The current application proposes to convert these integral garage bays into living accommodation, with the erection of a two-bay garage to be positioned to the north of the attached open store with external platform above. The proposed alterations to the fenestration would include replacing the existing garage doors with new bi-folding doors and replacing the existing rooflight with a pitched roof dormer on the eastern elevation of the main dwelling. The fenestration alterations would be proportionate in size and symmetrically designed to be in keeping with the main dwelling therefore acceptable.

The proposed garage would be positioned on a prominent location adjacent to the highway however, it would be situated beside the main dwelling and the existing boundary treatment, comprising of mature vegetation, would assist in screening the development. The proposed garage would be of a modest scale, and the size and form of the outbuilding would appear subservient to the main dwelling. The proposed external materials and finishes would match the host dwelling. Therefore, the design, the size and the use of matching materials would ensure the development appears as an ancillary outbuilding to the main dwelling.

The proposed dormer would be similar in size and scale to the existing dormers to the front elevation of the dwelling. The proposal would be sited appropriately within the roof, and when considered cumulatively, the proposed additional dormer is not considered to result in a top heavy or overbearing impact when read alongside the existing dormers. The proposed fenestration is considered to appropriately reflect that of the existing dwelling.

For the above reasons, the proposal is considered to be of a design, form and scale which is appropriate to the character and appearance of the existing dwelling. The development 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 proposal and the resulting relationship with adjoining properties would be sufficient to prevent any unacceptable harm to neighbouring amenity.

### **Tree Impact**

Policy 26 seeks to maintain that development in the countryside protect, conserve and enhance the key features and characteristics of the landscape character area in which it is located including the pattern of woodlands, fields, hedgerows, trees, waterbodies and other features.

Following consultation with the Council's Arboricultural Officer, it is not considered that the proposed development would adversely impact the trees in close proximity to the proposed development. Therefore, there are no significant arboricultural concerns raised.

### **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).

- 4 **Regulatory Condition:** The garage hereby permitted shall be used for car parking spaces in association with the main dwelling Oakwood Cottages, Hooklands Lane, Shipley, (as identified on the approved plans) and shall thereafter be retained as such for their designated use.

Reason: To ensure that adequate and satisfactory provision is made for the parking of vehicles clear of all highways in accordance with Policy 40 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/26/0539**

(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 |
|------------------------|-----------------------------------|----------------|---------------|
| Elevation & Floor plan | Existing Floor Plans & Elevations | 2026/1/1       | 27.03.2026    |
| Elevation & Floor plan | Proposed Floor Plans & Elevations | 2026/1/2 Rev B | 27.03.2026    |
| Location plan          |                                   | NONE           | 27.03.2026    |
| Block plan             |                                   | NONE           | 27.03.2026    |

**DELEGATED**

Case Officer sign/initial     Halima Chowdhury     Date: 02.06.2026

Authorising Officer sign/initial     Tamara Dale     Date: 08.06.2026