



DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:

DC/26/0704

West Cottage, Hayes Wood Road, Five Oaks, West Sussex, RH14 9AS

DESCRIPTION:

Part conversion of loft into habitable living space with the installation of a rear dormer and 2no. front rooflights.

RELEVANT PLANNING HISTORY:

BL/85/02 2-storey extension and detached garage.

Application Permitted 28-02-2002

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 31 - Green Infrastructure and Biodiversity

Policy 32 - Strategic Policy: The Quality of New Development

Policy 33 - Development Principles

Policy 34 - Cultural and Heritage Assets

Policy 40 - Sustainable Transport

Policy 41 - Parking

Billingshurst Parish Neighbourhood Plan 2019 – 2031:

BILL 2: Housing Design and Character

Billingshurst Design Statement

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

Policy 9: Water Neutrality

Policy 17: Green Infrastructure and Biodiversity

Policy 19: Development Quality

Policy 20: Development Principles

Policy 21: Heritage Assets and Managing Change within the Historic Environment

Policy 24: Sustainable Transport

Policy 25: Parking

Policy 45: Replacement Dwellings and House Extensions in the Countryside

Policy 46: Ancillary Accommodation

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:

Billingshurst Parish Council: At the Planning and Environment Committee meeting of 2 June 2026, the committee resolved to a NEUTRAL response to this application, in that they saw no cause for objection to the plans as submitted.

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

Policy 28 of the HDPF 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.

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 2 of the Billingshurst Neighbourhood Plan states that development should be guided by the Billingshurst Parish Design Statement and, where practicable, should among other things, reflect the scale and local vernacular of the surrounding buildings and use materials that are in keeping with those used in existing buildings in the immediate locality.

The application site contains a semi-detached two-storey dwelling located to the south of the residential cul-de-sac named Hayes Wood Road, Five Oaks, outside of any Built-Up Area Boundary. The dwelling is set well back from the road with an access driveway running along the western boundary to a detached garage southeast of the dwelling. The pair of semi-detached dwellings have dual pitched

roofing, each with side extensions subservient to the main roof ridge and gabled to the sides. The attached dwelling to the northeast (East Cottage) has previously part converted the loft.

Planning permission is sought for part loft conversion by converting the side extension loft to provide an extra bedroom with the installation of a rear dual-pitched roof dormer with picture window, to replace two existing rear roof lights, and 2 new rooflights inserted to the front roof elevation. An additional internal staircase would provide access from an existing bedroom below which is to become a dressing room. An existing rear first-floor window to be relocated for symmetry. New french doors and a window to the rear ground floor to be relocated. Materials to match existing dwelling.

Amended plans have been received to reduce the size of the rear dormer as the original dormer design submitted was considered to appear as a large and dominant addition disproportionate within the roofscape. The amended rear dormer design is considered an improved addition to the roof supportable for approval.

Front boundary treatment contains mature shrubs/trees providing a degree of screening to the site. The street scene is characterised by semi-detached and terraced two storey dwellings, there is evidence of extensions and alterations to dwellings in the area.

The amended proposal would consist of a smaller dormer window which is considered to be of a design, form and scale which is acceptable 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.

It is considered that the siting and layout of the proposed loft extension and the resulting relationship with adjoining properties would be sufficient to prevent any unacceptable harm to neighbouring amenity.

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).

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/26/0704

(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	Floor Plans	01	25.06.2026
Location & Block plan	Location - Block Plan	01	25.06.2026
Elevation plan	Elevations	01	25.06.2026
Site plan	Site Plan	NONE	30.04.2026
Location plan	Location Plan	NONE	30.04.2026

DELEGATED

Case Officer sign/initial Steve Astles Date: 25.06.2026

Authorising Officer sign/initial Tamara Dale Date: 25.06.2026