Horsham District Council

Householder Application for Planning Permission for works or extension to a dwelling

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number: 12

Suffix:

Property Name:

Address Line 1: Hedgelands

Address Line 2:

Address Line 3: West Sussex

Town/city: Billingshurst

Postcode: RH14 9XS

Description of site location must be completed if postcode is not known:

Easting (x): 508264

Northing (y): 124491

Description:

Applicant Details

Name/Company

Title

Mr

First name

Ben

Surname

Stratton

Company Name

Address

Address line 1

12 Hedgelands

Address line 2

Address line 3

Town/City

Billingshurst

County

Country

United Kingdom

Postcode

RH14 9XS

Are you an agent acting on behalf of the applicant?

◯ Yes
⊘ No

Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Description of Proposed Works

Please describe the proposed works

The application ref DC/25/0912 seeks planning permission for the following: Conversion of existing garage into Home Office and Garden Room. It is proposed to convert the existing garage into a habitable space to have a home office independent from the main dwelling. The converted garage would also accommodate space for an exercise bike and seating space to enjoy the garden. Currently the existing garage's North facing gable wall is an oppressive blank brick wall, an unattractive view from the existing reception space at the rear of the house. The application proposes to introduce sliding glass doors to the North facing wall of the garage which forms a softer visual link between the former garage and the main house. Alterations to hard and soft landscaping to the garden will assist in achieving this connection. To minimise the impact of this conversion to the front of the property it is proposed to retain the existing garage door but disable its use. No new openings or roof windows are proposed to this elevation. Two roof windows and a picture window are proposed to the rear (west) elevation of the current garage. A lockable cycle store for 2 Bicycles is proposed to the converted garage.

Has the work already been started without consent?

◯ Yes
⊘ No

Materials

Does the proposed development require any materials to be used externally?

⊘ Yes
◯ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:
Walls

Existing materials and finishes:
Face brickwork

Proposed materials and finishes:
Face brickwork. Polyester powder coated aluminium framed double glazed sliding doors and window in anthracite grey.

Type:
Roof

Existing materials and finishes:
Concrete plain tile. Black UPVC rainwater gutters and pipes. White fascia UPVC and barge boards.

Proposed materials and finishes:
Concrete plain tile. Black UPVC rainwater gutters and pipes. White fascia UPVC and barge boards. 2 x velux roof windows (660 x 1180mm) polyester powder coated aluminium framed double glazed in anthracite grey.

Type:
Windows

Existing materials and finishes:
Face brickwork.

Proposed materials and finishes:
Polyester powder coated aluminium framed double glazed window in anthracite grey.

Type:
Doors

Existing materials and finishes:
Face brickwork.

Proposed materials and finishes:
Face brickwork. Polyester powder coated aluminium framed double glazed sliding door. Natural solid timber door to cycle store.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- [x] Yes
- [ ] No

If Yes, please state references for the plans, drawings and/or design and access statement

Proposed Drawings attached.

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

- [ ] Yes
- [x] No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

- [ ] Yes
- [x] No

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

◯ Yes
⊘ No

Is a new or altered pedestrian access proposed to or from the public highway?

◯ Yes
⊘ No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

◯ Yes
⊘ No

Parking

Will the proposed works affect existing car parking arrangements?

◯ Yes
⊘ No

Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which 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)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

☑ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

◯ Yes
⊘ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

◯ The agent
⊘ The applicant
◯ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- [x] Yes
- [ ] No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED ******

First Name

***** REDACTED ******

Surname

***** REDACTED ******

Reference

PE/25/0065

Date (must be pre-application submission)

13/03/2025

Details of the pre-application advice received

Planning condition 6 of DC/16/0274 states that:

Regulatory Condition: Notwithstanding the provisions of the Town & Country Planning (General Permitted Development) (England) Order 2015 (as amended) (or any Order revoking or re-enacting that Order with or without modification), all garages, driveways and parking areas shall be retained for the parking of vehicles only.

Reasons: To ensure that adequate parking is available at the site and in the interests of highways and pedestrian safety and amenity and to comply with the National Planning Policy Framework and policy 40 of the Horsham District Planning Framework 2015.

Due to the above condition, the proposed conversion of the existing garage at 12 Hedgelands, Billingshurst into a garden room / home office / gym and living area would require planning permission.

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

◯ Yes
⊘ No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

⊘ Yes
◯ No

Is any of the land to which the application relates part of an Agricultural Holding?

◯ Yes
⊘ No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

*** "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.**

**** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.**

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

⊘ The Applicant
◯ The Agent

Title

Mr

First Name

Ben

Surname

Stratton

Declaration Date

31/05/2025

☑ Declaration made

Declaration

I/We hereby apply for Householder planning permission as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.
I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.
I/We also accept that, in accordance with the Planning Portal's terms and conditions:
- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☑ I / We agree to the outlined declaration

Signed

Ben Stratton

Date

15/08/2025

Amendments Summary

Existing and Proposed drawings now provided to scale. Planning Statement attached to accompany proposal.