



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	18th March 2026
Check Neighbours	☒
Check Consultations (including newts) / Press List	☒
Check Description, Plans and Supporting Documents	☒
Print and Display Site Notice (if required)	-
WEEK TWO (+7)	25th March 2026
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	☒
Draft HRA / AA if necessary. If the water statement is insufficient discuss with TL / PPO whether to discuss / accept amendments to the strategy.	-
Instruct Legal if s106 required (with prior TL / PPO agreement)	-
WEEK THREE (+14)	1st April 2026
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).	☒
WEEK FOUR (+21)	8th April 2026
If no amendments required, contact agent / applicant with update on progress.	-
Confirm whether delegated or committee decision (re: parish and neighbour representations)	☒
WEEK FIVE (+28)	15th April 2026
14-day re-consultation letters to be sent on any amended plans	-
Prepare draft report	☒
WEEK SIX (+35)	22nd April 2026
Check 35-day Cllr call-in for Committee	☒
If decision based on original plans, report to be drafted and submitted for sign off	☒
WEEK SEVEN (+42)	29th April 2026
If decision based on amended plans, report to be drafted and submitted for sign off	-
Reason for EOT	-

APPLICATION NO./ADDRESS:

DC/26/0419
44 York Close, Southwater, West Sussex, RH13 9XJ

DESCRIPTION:

Erection of a single storey rear extension and conversion of garage into habitable living space.

RELEVANT PLANNING HISTORY:

None.

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

Policy 41 - Parking

Southwater Neighbourhood Development Plan (2019-2031):

SNP14 – Adequate Provision of Car Parking

SNP16 - Design

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

Policy 19: Development Quality

Policy 20: Development Principles

Policy 25: Parking

Southwater Parish Design Statement 2011

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: No Objection - subject to the provision that the additional floor space is not an increase in the number of bedrooms. The application is not clear on the use of this space, and based on the location, it has been assumed it will be additional living/office space.

WSCC Highways:

The Local Highway Authority does not consider that the proposal would have an unacceptable impact on highway safety or result in 'severe' cumulative impacts on the operation of the highway network, therefore is not contrary to the National Planning Policy Framework (paragraph 116), and that there are no transport grounds to resist the proposal.

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

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.

SNP16 – Design: *“All development must be of high-quality design. In Southwater this means:*

- a. Facing buildings with locally sourced materials, or materials equivalent to those that would historically have been sourced locally wherever possible.”*

The application site comprises a two-storey detached dwelling located within the built-up boundary area of Southwater. The area is characterised by similar family dwellings of consistent scale, form and appearance, set within modest plots with front gardens and rear amenity space.

The proposed development comprises a single-storey rear extension that extends to join the existing gap between the rear projection of the dwelling and the adjacent garage. The extension is modest in scale and clearly subordinate to the host dwelling, utilising an area of the site that is already visually enclosed. The works would not extend beyond the established rear building line of neighbouring properties. The extension would be finished in matching brickwork and roof materials, ensuring visual coherence and continuity with the existing dwelling.

The conversion of the garage to habitable accommodation for the use as a gaming/utility room would not result in any visually intrusive changes to the host dwelling, with the proposed front elevation alterations shown to integrate appropriately with the existing design.

The proposal would be a clearly subservient addition and is considered to be of a design, form and scale which is appropriate 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.

The proposed single-storey rear extension is of modest height and depth and would not result in an overbearing or dominant form when viewed from neighbouring properties. There would be no unacceptable loss of light, outlook or privacy to adjacent occupiers. The rear elevations already face private gardens. Any perceived impacts would be limited and consistent with those normally associated with single-storey domestic extensions in suburban residential areas.

The garage conversion would take place within the existing footprint and would not give rise to any additional amenity impacts beyond typical residential occupation.

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

Impact on Parking

Policy 41 of the Horsham District Planning Framework allows development involving the loss of existing parking spaces where suitable alternative provision is secured or where any shortfall would not result in

unacceptable harm. Policy SNP14 of the Southwater Neighbourhood Plan seeks to resist the loss of garages unless replacement parking is provided within the curtilage.

In this case, although the proposal would result in the loss of the garage, West Sussex County Council (WSCC), as Local Highway Authority, has advised that the garage is substandard in size and does not meet adopted parking standards and therefore does not count towards the existing parking provision in any event. WSCC Highways has raised no objection to the proposal and confirms that it would not result in a material increase in vehicular movements or give rise to highway safety concerns.

The proposal would not exacerbate parking pressures within York Close or result in an unacceptable parking or highway impact. Therefore, the proposal accords with the above policies.

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.

(The approved plans will form Condition 1 on the Decision Notice of all Permitted applications)

Plan Type	Description	Drawing Number	Received Date
Elevation plan	Existing Elevations	44YC-002	06.03.2026
Elevation plan	Proposed Elevations	44YC-003R	06.03.2026
Block plan	Existing & Proposed Block Plans	44YC-004	06.03.2026
Location plan		44YC-005	06.03.2026
Plans	Existing & Proposed Ground Floor Plans & Drainage Runs	44YC-001B	07.05.2026

Case Officer sign/initial Meg Bayliss Date: 12/05/2026

Authorising Officer sign/initial Tamara Dale Date: 13.05.2026