



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	9th July 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)	16th July 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)	23rd July 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)	30th July 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)	6th August 2026
14-day re-consultation letters to be sent on any amended plans	☐
Prepare draft report	☒
WEEK SIX (+35)	13th August 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)	20th August 2026
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/26/1101

8 Bishopsfield, Hayes Wood Road, Five Oaks, West Sussex, RH14 9AF

DESCRIPTION:

Erection of single storey rear extension, first floor side extension, infill single storey front extension. New extended pitched roof to existing single storey front element, timber cladding to existing side and rear first floor and internal alterations.

RELEVANT PLANNING HISTORY:

DC/23/1547 Erection of open-sided timber frame car port with Application Permitted on

RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):

Policy 32 - Strategic Policy: The Quality of New Development

Policy 33 - Development Principles

Policy 45: Replacement Dwellings and House Extensions in the Countryside

Billingshurst Neighbourhood Plan 2019-2031

Policy Bill 1 - Billingshurst built-up area boundary

Policy Bill 2 - Housing design and character

Parish Design Statement:

Design Statement for the Parish of Billingshurst

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

Policy 19: Development Quality

Policy 20: Development Principles

Policy 28 - Replacement Dwellings and House Extensions in the Countryside

Parish Design Statement:

Design Statement for the Parish of Billingshurst

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:

Neutral response, no need to object.

Arboricultural Officer: No objection

The oak tree to the front of the property, within the area of the adjacent PROW, is of indifferent form and relatively poor condition. The extent of crown growth towards the proposed 1st floor side extension does not give rise to concerns in terms of future tree/build proximity.

Historic building out of the site circa 25 years ago included use of the rear amenity area for drainage and soakaway excavations associated with the original building of the property. Whilst the roots of the oak will likely have colonised the rear amenity area, do not consider that the extent of foreseeable build process will have a significant negative impact on the key rooting area of the tree bearing in mind the previously disturbed nature of the ground.

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 Bill 2 of the Billingshurst Neighbourhood Plan states that development proposals should be guided by the Billingshurst Parish Design Statement and should 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 relates to an end-of-terrace dwelling situated within a rural area. The surrounding area is characterised by a mixture of residential properties and open countryside. Due to its position at the end of the terrace, the property has a more open aspect than the adjoining dwellings and additional separation from neighbouring development.

The proposal seeks the erection of a single-storey rear extension, first-floor side extension, small infill single-storey front extension, a pitched roof over the existing single-storey front element, timber cladding to existing side and rear first-floor elevations and associated internal alterations.

The proposed extensions are considered proportionate to the host dwelling and would remain subordinate to the existing building. The introduction of a pitched roof would provide a more cohesive appearance. Given its limited extent and positioning, the cladding is not considered to be an intrusive material and would integrate well with the overall design of the dwelling, particularly as this would naturally silver. Whilst this would introduce a new material and finish to the dwelling, it is not considered that this would result in a degree of harm to justify a reason for refusal.

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.

Arboricultural Impact

HDC Arboricultural Officer raised no objection and commented the nearest trees comprise an oak to the front of the site and a mature oak within the field to the rear. The front oak is of relatively poor condition and is not considered to be adversely affected by the proposed first-floor side extension. The mature oak to the rear is the principal arboricultural feature in the area; however, given the previously disturbed nature of the ground from historic drainage and soakaway works, the proposed development is not expected to have a significant impact on its rooting area.

Accordingly, the proposal is considered acceptable in arboricultural terms and no significant harm to nearby trees is anticipated.

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 extensions would be located to the front, side and rear of the dwelling. Given the property's end-of-terrace position, generous plot size and adjoining open field to the side, the proposal is not considered likely to result in any significant loss of light, outlook or privacy to neighbouring occupiers.

It is considered that the siting and layout of the proposed 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, Policy N6 of the NPPF 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 to be used in the development hereby permitted shall strictly accord with those indicated on the approved plans and Application Form.

Reason: To enable the Local Planning Authority to control the development in detail in the interests of visual amenity and in accordance with Policy 33 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/26/1101

(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
Location plan	Location Plan	A26050 A(S1)01	09.07.2026
Site plan	Existing Site Plan	A26050 A(S1)02	09.07.2026
Plans	Existing Floor Plans & Elevations	A26050 A(S1)03	09.07.2026
Site plan	Proposed Site Plan	A26050 A(S1)04	09.07.2026
Plans	Proposed Floor Plans & Elevations	A26050 A(S1)05	09.07.2026
Supporting Docs	Application Form	NONE	09.07.2026

DELEGATED

Case Officer sign/initial Meg Bayliss Date: 17/08/2026

Authorising Officer sign/initial Tamara Dale Date: 02.09.2026