Horsham District Council

Application for a Non-Material Amendment Following a Grant of Planning Permission

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

Suffix

Property Name

Rowfold House

Address Line 1

Coneyhurst Road

Address Line 2

Address Line 3

West Sussex

Town/city

Billingshurst

Postcode

RH14 9DD

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

Easting (x)

510123

Northing (y)

125582

Description

Applicant Details

Name/Company

Title

Mr

First name

Toby

Surname

Mitchenall

Company Name

Address

Address line 1

Rowfold House

Address line 2

Coneyhurst Road

Address line 3

Town/City

Billingshurst

County

West Sussex

Country

Postcode

RH14 9DD

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

Contact Details

Primary number

Secondary number

Fax number

Email address

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

Agent Details

Name/Company

Title

Mr

First name

Connor

Surname

Beckmann

Company Name

Beckmann Architecture Limited

Address

Address line 1

9 Chestnut Close

Address line 2

Address line 3

Town/City

Liphook

County

Country

United Kingdom

Postcode

GU30 7JA

Contact Details

Primary number

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

Secondary number

Fax number

Email address

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

Eligibility

Does the applicant have an interest in the part of the land to which this amendment relates?

- [x] Yes
- [ ] No

If the applicant is not the sole owner, has notification under Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) been given?

- [ ] Yes
- [ ] No
- [x] Not applicable

Description of Your Proposal

Please provide the description of the approved development as shown on the decision letter

Erection of a single storey rear extension, replacing existing conservatory and store.

Reference number

DC/24/1774

Date of decision

13/01/2025

What was the original application type?

Householder planning permission

For the purpose of calculating fees, which of the following best describes the original development type?

- [x] **Householder development:** Development to an existing dwelling-house or development within its curtilage
- [ ] **Other:** Anything not covered by the above category

Non-Material Amendment(s) Sought

Please describe the non-material amendment(s) you are seeking to make

Store width to be reduced by 455mm, East elevation [glazing, roof canopy and steps] to be moved 540mm East to line through with edge of existing building. Reduction of rooflight width and slight amendment to siting on roof.

Please state why you wish to make this amendment

The store width reduction is applicants preference. The move of the east elevation is to line through with the corner of the existing building for simplifying structure of proposed extension. Rooflight alteration is to suit glazing manufacturers dimensions.

Are you intending to substitute amended plans or drawings?

◯ Yes
⊘ No

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?

◯ Yes
⊘ No

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

Declaration

I/We hereby apply for Non-Material Amendment 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

Connor Beckmann

Date

11/07/2025