Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	**10th September 2026**
Check Neighbours	x
Check Consultations (including newts) / Press List	x
Check Description, Plans and Supporting Documents	x
Print and Display Site Notice (if required)	☐
WEEK TWO (+7)	**17th September 2026**
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	x
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)	**24th September 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)	**1st October 2026**
If no amendments required, contact agent / applicant with update on progress.	**x**
Confirm whether delegated or committee decision (re: parish and neighbour representations)	**x**
WEEK FIVE (+28)	**8th October 2026**
14-day re-consultation letters to be sent on any amended plans	☐
Prepare draft report	☐
WEEK SIX (+35)	**15th October 2026**
Check 35-day Cllr call-in for Committee	**x**
If decision based on original plans, report to be drafted and submitted for sign off	**x**
WEEK SEVEN (+42)	**22nd October 2026**
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/26/1329
4 Kingfisher Way, Horsham, West Sussex, RH12 2LT

DESCRIPTION:

Demolition of existing conservatory and erection of a single storey rear extension, erection of a single storey side extension, conversion of garage into habitable living space, and extension of the existing vehicular access.

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 41 - Parking

Horsham Blueprint Business Neighbourhood Plan (HBBNP) 2019 – 2036:
Policy HB3: Character of Development
Policy HB4: Design of Development

Horsham District Local Plan (2023-40) (Regulation 19):
Policy 19: Development Quality
Policy 20: Development Principles
Policy 25: Parking

Parish Design Statement:

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:

WSCC Highways: Advice

The LHA does not consider that this 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 (in line with TR6 paragraph 4) and that there are no transport grounds to resist the proposal.

Southern Water: Comment

In order to protect and safeguard the existing water supply apparatus, Southern Water requests formal notification of any proposed demolition works prior to such works being undertaken.

Town Council Comments:

No objection

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.

Policy HB3, Character of Development, of the Horsham Blueprint Business Neighbourhood Plan states that, "Development is expected to preserve and enhance the Character Area in which it is located. The design of new development should take account of the local context and reflect the character and vernacular of the area, using architectural variety in form and materials, in order to avoid building design that is inappropriate to the Plan area. Innovation in design will be supported, however, where this demonstrably enhances the quality of the built form in a character area".

Policy HB4, Design of Development, of the Horsham Blueprint Business Neighbourhood Plan states that – "Development is expected to demonstrate a high quality of design, which responds and integrates well with its surroundings".

The application seeks planning permission for the demolition of existing conservatory and erection of a single storey rear extension, erection of a single storey side extension, conversion of garage into habitable living space, and extension of the existing vehicular access.

It is considered that the extensions in their entirety would appear as coherent and sympathetic additions with sufficient separation retained around the extended building and site boundaries. The proposed form and design would reflect existing elements of the host dwelling. As a result, it is considered that the proposed extensions would not create a building which would appear unsightly or discordant in relation to the surroundings and give the mixture of building forms and designs making up the dwellings within the vicinity the proposal is considered acceptable in respect to the impact on visual amenity.

The application seeks permission for the extension to the existing vehicular access. There are a number of comparable arrangements to neighbouring properties and on this basis, there is no in principle objection to the widening of the crossover to provide easier access to the existing parking area within the front curtilage of the property.

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 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 extension and the resulting relationship with adjoining properties would be sufficient to prevent any unacceptable harm to neighbouring amenity.

Impact on Parking Provision

Policy 41 of the HDPF states that development which involves the loss of existing parking spaces will only be allowed if suitable alternative provision has been secured elsewhere or the need for the

development overrides the loss of parking and where necessary measures are in place to mitigate against the impact.

The Local Highway Authority has advised there is no evidence to suggest that the existing cross over at the site is operating unsafely, or that its widening would cause or exacerbate an existing safety concern, and there is considered to be no reason to take a different view to that outlined by WSCC.

The proposal seeks to convert the existing garage space into habitable accommodation with internal access from the existing entrance hall. The hardstanding to the front of the dwelling is though capable of accommodating 2/3 parked vehicles which would be sufficient to accommodate the likely demand for parking creating by the proposal. It would not therefore be anticipated that the proposal would result in displaced vehicles and additional harmful demand for on street parking, which would cause either nuisance or a severe impact on the highway network.

Biodiversity Net Gain

In accordance with the Biodiversity Gain Requirements (Exemptions) Regulations 2024, all applications on land below 0.2 hectares in area are currently 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 proposed floor and elevations plans drawing numbered MKH/03B.

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
The applicant is advised that in addition to obtaining planning permission that they must also obtain formal approval from the highway authority to carry out the site access works on the public highway. The granting of planning permission does not guarantee that a vehicle crossover licence shall be granted because the highway license process considers wider factors than are considered by the Highway Authority at planning stage.

Additional information about the licence application process can be found at the following web page:

https://www.westsussex.gov.uk/roads-and-travel/highway-network-permits-and-licences/highway-licences/west-sussex-county-council-licences/dropped-kerbs-or-vehicle-crossovers-for-driveways/

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.

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/26/1329
(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	MKH/00	17.08.2026
Site plan	Site Plan	MKH/01	17.08.2026
Elevation & Floor plan	Existing	MKH/02	17.08.2026
Elevation & Floor plan	Proposed	MKH/03B	02.09.2026

DELEGATED

Case Officer sign/initial Marie Riggs Date: 29.10.2026

Authorising Officer sign/initial Tamara Dale Date: 02.11.2026