Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	**28th 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)	**5th October 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)	**12th October 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)	**19th 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)	**26th October 2026**
14-day re-consultation letters to be sent on any amended plans	☐
Prepare draft report	☐
WEEK SIX (+35)	**2nd November 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)	**9th November 2026**
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/26/1194
31 Friday Street, Warnham, West Sussex, RH12 3QY

DESCRIPTION:

Extension of existing garden office and replacement of gazebo.

RELEVANT PLANNING HISTORY:

DC/23/1977	Erection of a garden studio, two-storey extension to both the adjoining properties, with internal changes; reconfiguration of flat roof to existing side extension to form	Application Permitted on 10.01.2024

	pitched roof. Changes to front elevation to reintegrate original features (Full Application)		
DC/23/1978	Erection of a garden studio, two-storey extension to both the adjoining properties, with internal changes; reconfiguration of flat roof to existing side extension to piched roof. Changes to front elevation to reintegrate original features (Listed Building Consent)	Application 10.01.2024	Permitted on
DC/25/0175	Variation of condition 1 of previously approved application reference DC/23/1977 (Erection of a garden studio, two-storey extension to both the adjoining properties, with internal changes; reconfiguration of flat roof to existing side extension to form pitched roof. Changes to front elevation to reintegrate original features) incorporate fenestration changes, internal reconfiguration, and reinstatement of chimney stack to rear elevation of 31 Friday Street	Application 12.06.2025	Permitted on
DC/25/0646	Fenestration changes, internal reconfiguration, and reinstatement of chimney stack to rear elevation. (Listed Building Consent).	Application 12.06.2025	Permitted on
DISC/25/0260	Approval of details reserved by condition(s) 2; 3 to approved application DC/25/0646	Application 02.12.2025	Permitted on
DISC/25/0338	Application for Approval of Details Reserved by Conditions 3 and 4 to approved application DC/25/0175.	Application 23.12.2025	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 34 - Cultural and Heritage Assets
Policy 40 - Sustainable Transport

Warnham Neighbourhood Development Plan 2017-2031:
Policy W5: Design of residential development

Horsham District Local Plan (2023-40) (Regulation 19):
Policy 19: Development Quality
Policy 20: Development Principles
Policy 21: Heritage Assets and Managing Change within the Historic Environment

Parish Design Statement:

The Local Plan is currently at examination, where the Inspector's letter dated 30.10.2026 concludes that the plan is sound, subject to the proposed main modifications and the limited number of further changes discussed within the letter. The final report from the Inspector is anticipated to be received in January 2027, where changes to the draft Schedule of Main Modifications will need to be published for consultation. Given this letter and the status of the Local Plan, the policies contained within the Horsham District Local Plan 2023-2040 (HDLP) are considered to be of significant weight.

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:

HDC Design and Conservation: No objection

Parish 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 34 of the HDPF states that the Council will sustain and enhance its historic environment through positive management of development affecting heritage assets, stating that development within a Conservation Area will only be permitted if the proposal would preserve or enhance the Conservation Area.

Strategic Policy 19 of the HDLP states that high quality and inclusive design of all development in the District will be required based on a clear understanding of the local, physical, economic, environmental and policy context. In order to conserve and enhance the natural and built environment, and deliver beautiful and sustainable buildings and places, development should make efficient use of land and optimise the provision and use of buildings and open spaces within a site, taking into account the character, appearance and needs of the site itself, together with the appearance and needs of the surrounding area. Development should ensure that the scale, massing and appearance of the development is of a high standard of design and layout and relates sympathetically with the built surroundings, heritage, landscape, open spaces and routes within and adjoining the site. Proposals should use high standards of building materials, detailing, finishes and landscaping.
Strategic Policy 21 of the HDLP states that the Council will preserve and enhance its historic environment through positive management of development affecting designated and non-designated heritage assets and their settings. Development will only be supported if they preserve and ensure the clear legibility of locally distinctive vernacular building forms and their settings, including traditional architectural form, proportion, detailing, materials, and where appropriate, landscape features.

Policy W5 of the NP states that development will be supported where they demonstrate high quality design that is in keeping with the scale and existing character of buildings and layout in the area.

The application seeks planning permission for the extension of an existing garden office and the replacement of a gazebo. It is considered that the proposed extension and replacement gazebo would not appear unduly prominent within the site and would not result in a significant increase in the visual presence of the structures. The scale, design, form and materials would reflect the existing and is considered appropriate and sympathetic to the existing development.

As such, the proposal would not appear overly dominant or cramped within its setting and would preserve the character and appearance of the area. Furthermore, the development would not result in harm to the significance of the Warnham Conservation Area or the setting of the Grade II listed building

The proposals in their entirety would be clearly subservient additions and are 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.

Strategic Policy 19 of the HDLP states that proposals should provide and retain a good standard of amenity for existing and future occupants of the proposed site. Proposals should avoid unacceptable harm to the amenity of existing and future occupiers or users of nearby property and land, for example due to overlooking, overdominance or overshadowing, light pollution, noise, odour and/or vibration, and having regard to the sensitivities/impact of surrounding development.

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.

Biodiversity Net Gain

In accordance with the Biodiversity Gain Requirements (Exemptions) Regulations 2024, the development site area is less than 0.2 hectares and is therefore exempt under Regulation 4 of the Biodiversity Gain Requirements (Exemptions) Regulations 2026.

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 application form and approved proposed garden office plan drawing numbered (07)-002 revision E and (07)-003 revision A.

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 meet a defined criteria.

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/26/1194

Schedule of plans/documents **approved**:

Plan Type	Description	Drawing Number	Received Date
Location & Site plan	Location and Site Plans	(01)-001 revision H	28.09.2026
Elevation & Floor plan	Garden Office	(07)-002 revision E	27.07.2026
Elevation & Floor plan	Gazebo	(07)-003 revision A	27.07.2026
Location plan	Location Plan	NONE	27.07.2026

DELEGATED

Case Officer sign/initial Marie Riggs Date: 12.11.2026

Authorising Officer sign/initial Tamara Dale Date: 20.11.2026