



DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:

DC/26/0349

1 Poppy Close, Southwater, West Sussex, RH13 9GW

DESCRIPTION:

Conversion of loft into habitable living space with the installation of 1no. front and 3no. rear rooflights.

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

Southwater Neighbourhood Development Plan 2018-2031:

SNP16 – Design

SNP14 – Car Parking

Southwater Parish Design Statement

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

Policy 19: Development Quality

Policy 20: Development Principles

Policy 25: Parking

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:

None.

Parish Comments:

Objection. There is insufficient parking to accommodate the increased in bedrooms. (SNP14.3). The addition of rooflights to the rear of the property will affect the amenity of neighbouring properties (HDPF 33.2 and SNP 16.1). A 2 ½ storey dwelling will result, which is contrary to SNP17.

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:

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 SNP14 of the SNDP requires adequate parking provision for extensions. Proposals that would result in the creation of additional bedroom space at existing dwellings should also include increases in parking spaces within the curtilage of the dwelling to the same level as if it were a new dwelling unless this is not practically possible.

Policy SNP16 of the Southwater Neighbourhood Plan states that all development must be of high quality design. This means facing buildings with locally sourced materials, or materials equivalent to those that would historically have been sourced locally wherever possible; encourage a variety of complementary vernaculars to encourage contextually appropriate design and diversity in our building stock; and making sure the design of new development actively responds to other properties in the vicinity.

The application seeks planning permission for the conversion of loft into habitable living space with the installation of 1no. front and 3no. rear rooflights. The proposed roof lights would sit comfortably within the roof slopes and there is also evidence of other rooflights in the local area. It is considered that given the existing arrangement and existing development in the immediate area, the modest sized front and rear rooflights would not have any adverse impact on the character or appearance of the existing dwelling or 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.

It is considered that the siting of the rooflights would be sufficient to prevent any significant impact on the amenities of adjoining occupiers, with no additional intrusive downward overlooking created beyond that already present at first floor level.

Impact on Parking Provision

Policy 41 of the HDPF states that adequate parking and facilities must be provided within developments to meet the needs of anticipated users.

Policy SNP14 of the SNDP states that 'adequate parking provision for an altered or extended dwelling should always be considered significant and material in the decision whether to grant planning permission. Proposals that would result in the creation of additional bedroom space at existing dwellings should also include increases in parking spaces within the curtilage of the dwelling to the same level as if it were a new dwelling unless this is not practically possible'.

The proposal would increase the dwelling from a 4-bedroom to a 6-bedroom property, which would under the neighbourhood plan be required to provide a total of 5 off-street parking spaces (the West Sussex Parking Standards would not though require a different level of parking for an increase from 4-bedrooms to 6).

The existing hardstanding to the front of the dwelling is capable of accommodating 3/4 vehicles, with an additional parking space available within the existing garage. Whilst the proposal alters the internal layout of the dwelling, it is not considered that the development would result in a material shortfall in off-street parking provision. Furthermore, it is not anticipated that the proposal would give rise to a harmful increase in demand for on-street parking.

The proposal is therefore considered to comply with Policy 41 of the HDPF and Policy SNP14 of the SNDP, and no objection is raised on highway or parking grounds.

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 180 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.

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/26/0349

(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
Block plan	EXISTING AND PROPOSED	009	25.02.2026
Location plan		010	25.02.2026
Floor plan	EXISTING GROUND FLOOR	001	25.02.2026
Floor plan	EXISTING FIRST FLOOR PLAN	002	25.02.2026
Elevation plan	EXISTING	003	25.02.2026
Floor plan	PROPOSED GROUND FLOOR	001	25.02.2026
Floor plan	PROPOSED FIRST AND SECOND FLOOR	005	25.02.2026
Elevation plan	PROPOSED	006	25.02.2026

DELEGATED

Case Officer sign/initial Marie Riggs Date: 21.04.2026

Authorising Officer sign/initial Guy Everest Date: 22.04.2026