



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	1st June 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)	8th June 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)	15th June 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)	22nd June 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)	29th June 2026
14-day re-consultation letters to be sent on any amended plans	☐
Prepare draft report	☐
WEEK SIX (+35)	6th July 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)	13th July 2026
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/26/0941

4 Lakeside Drive, Southwater, Horsham, West Sussex, RH13 9TR

DESCRIPTION:

Erection of single storey side and rear extensions.

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

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

Southwater 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:

Southern Water: No objection

HDC Arboricultural Officer: No objection

The property is affected by an historic Area Tree Preservation Order (ref: TPO/0528) made prior to the estates development. The remaining mature trees subject of the Order are a sufficient distance away (to the NE) from the area of proposed development and associated process for there to be no foreseeable concerns in this respect.

The extension is proposed very close to the relatively tall cypress hedge that runs along the NW boundary with the neighbouring property in Little Bridges Close. Due to the form and previous management of the hedge it may require severe pruning to enable the works which would potentially destroy it. If concerned regarding the retention of a future vegetated boundary, this factor could be controlled by garnering additional details of proposed landscaping and latter condition, as deemed appropriate.

Southern Water: 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 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 erection of single storey side and rear extensions. While the proposed rear extension would incorporate a flat roof, it is recognised that this would be set within the extent of the building and would not be visible from wider vantage points. It is not therefore considered that this would result in such harm to the amenity of the street scene to justify a reason for refusal.

It is considered that the proposed extensions, in their entirety, would be seen as a coherent and sympathetic additions, which would reflect the form and detailing when viewed against the host dwelling, and would be sited appropriately within the curtilage of the site. The proposed extensions would integrate appropriately with the existing building and despite the increase in scale, would not appear unduly dominant or intrusive in views from adjoining properties and land. It is also considered that given the mixture of building forms and designs making up the dwellings within the vicinity, the proposed works would not have a detrimental impact on the host property or the character or appearance of the wider area.

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.

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.

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 193 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 and finishes of all new external walls, windows and roofs of the development hereby permitted shall match in type, colour and texture those of the existing building.

Reason: In the interests of visual amenity and in accordance with Policy 33 of the Horsham District Planning Framework (2015).

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/26/0941

(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 & Site plan	Location and Site Plans	(01)-001 revision B	01.06.2026
Floor plan	Existing Plans 1	(02)-001 revision C	01.06.2026
Roof plan	Existing Plans 2	(02)-002 revision A	01.06.2026
Floor plan	Proposed Plans 1	(07)-001 revision C	01.06.2026
Elevation plan	Existing Elevations	(03)-001 revision A	01.06.2026
Roof plan	Proposed Plans 2	(07)-002 revision B	01.06.2026
Elevation plan	Proposed Elevations	(08)-001 revision B	01.06.2026

DELEGATED

Case Officer sign/initial Marie Riggs Date: 24.07.2026

Authorising Officer sign/initial Tamara Dale Date: 27.07.2026