



Horsham District Council

Householder Application for Planning Permission for works or extension to a dwelling

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

3

Suffix

Property Name

Address Line 1

St Leonards Road

Address Line 2

Address Line 3

West Sussex

Town/city

Horsham

Postcode

RH13 6EH

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

Easting (x)

518269

Northing (y)

129992

Description

Applicant Details

Name/Company

Title

Ms

First name

Rachel

Surname

Bayliss

Company Name

Address

Address line 1

3 St. Leonards Road

Address line 2

Address line 3

Town/City

Horsham

County

Country

United Kingdom

Postcode

RH13 6EH

Are you an agent acting on behalf of the applicant?

- ☐ Yes
☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

I propose to have a builder erect a garden room at the end of my garden. Having spoken with him and with an architect I believe that the measurements are within the allowed dimensions but as I would like to at some point put a toilet, basin and shower in, I have been given to understand that planning permission would be needed for this addition. The room is intended to be a guest bedroom and an office for me. My daughter has moved back home and the spare room which was also my office previously, is now permanently occupied by her. The purpose of this room will be to accommodate my son, girlfriend and dog when they visit. I would also eventually like them to have separate showering/toilet facilities with this room. During the week I would like to use the room as an office so that I can be away from the distractions of the main home. The room I am proposing would be 6.7 m x 4.2 m. There would be a 20 cm gap between the room and the neighbour's boundary fence and a 90cm gap between the room and the back fence to allow space for bins etc. The pathway from the back gate would be 1 m wide with gravel or slabs. The builder will be the same as the one who did our previous works and he is proposing a similar roof to our conservatory conversion (GRP), lean to, low pitch. He will clad the room in wood and plastic and will use appropriate fire retardant/fire proof materials where necessary. The frame will be timber on concrete raft foundation. It will be insulated and plastered. A window will be along the long side and at the front will be large sliding doors. The room will be designed to enhance the look of the garden, as well as being functional. A few gardens have done this along our stretch. One further along has put in a two-storey timber barn-effect building with plumbing which I understand is used as a music studio. This is very attractive but too high for our requirements, hence sticking to 2.5m. Next door have a brick-built building with flat roof which is let for commercial purposes. It is high, so very visible, takes up the entire garden, and has been something I have tried hard to screen over the years with narrow trees and high plants. It has also served as guidance for me on the merits of both adding something with appropriate aesthetics, as well as leaving a good amount of garden to enjoy. I have a lot of faith in my builder who understands older properties and the ways to sympathetically improve them.

Has the work already been started without consent?

- ☐ Yes
☒ No

Materials

Does the proposed development require any materials to be used externally?

- ☐ Yes
☒ No

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

- ☒ Yes
☐ No

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings.

please see jpeg attachment 'inc trees'... Trees on Bennetts Field close to boundary are marked with asterisk. One tree is 4.7m directly behind boundary, one is behind no.1's fence, 5.7 metres along from our boundary. Please note that the council have recently assessed all the trees in the close vicinity on Bennetts Field and close to both our boundary and the boundary at no.1. They subsequently removed 2 trees that they thought may be a problem.

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

- ☐ Yes
☒ No

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

- ☐ Yes
☒ No

Is a new or altered pedestrian access proposed to or from the public highway?

- ☐ Yes
☒ No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

- ☐ Yes
☒ No

Parking

Will the proposed works affect existing car parking arrangements?

- ☐ Yes
☒ No

Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

☒ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

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

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- ☒ Yes
☐ No

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ Yes
☒ No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural holding" has the meaning given by reference to the definition of “agricultural tenant” in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

☒ The Applicant

☐ The Agent

Title

Ms

First Name

Rachel

Surname

Bayliss

Declaration Date

10/12/2025

☒ Declaration made

Declaration

I/We hereby apply for Householder planning permission 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

Rachel Bayliss

Date

10/12/2025