



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

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x)

Northing (y)

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

Removal of the existing detached double garage, its dilapidated rear lean-to and oil tank, removal of single-storey element to the south elevation, and removal of existing covered porch to the north elevation. Construction of a single-storey extension to the rear and north side elevations, and construction of a single-storey extension to the south elevation. Fenestration enhancements to include replacement of all existing timber casement windows, and the replacement of all existing Velux windows. Internal alterations across the ground and first floor to enhance accessibility. Energy efficiency upgrades to include additional thermal, an Air Source Heat Pump, and solar PV panels. Construction of a bin store. Remodelling and enhancement of the existing hard and soft landscaping to suit the proposed works, including rear terracing and an improved driveway turning area

Has the work already been started without consent?

- ☐ Yes
- ☒ No

Materials

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

- ☒ Yes
- ☐ No

Type:

Walls

Existing materials and finishes:

Facing brickwork

Proposed materials and finishes:

Facing brick, to match existing; Plinth walls in facing brick, to match existing; Timber cladding to comprise two profiles - a narrow profile fixed vertically, and a wider profile fixed vertically to equal the width of two narrow strips. All to be left with a natural finish.

Type:

Roof

Existing materials and finishes:

Plain clay tiles to pitched roofs; Three-layer felt to flat roofs.

Proposed materials and finishes:

Plain clay tiles to pitched roofs of rear and north side extension; Liquid-applied membrane, in a lead grey colour, to the flat roof of rear and north side extension; Lead roof to the Porch canopy and linking element flat roof; Standing seam zinc in anthracite grey

Type:

Windows

Existing materials and finishes:

Casement windows in painted timber frames, part single glazed and part double glazed; Velux windows to pitched roof slopes

Proposed materials and finishes:

Existing timber casement windows replaced with new timber-effect UPVC casement windows, incorporating double-glazed panes. Frames finished in a colour TBC; New timber-effect UPVC casement windows with double-glazed panes. Frames finished in a colour TBC. Incorporating glazing bars where shown; New windows to link and southern extension in thermally-broken aluminium frames with a powder-coated finish in black; New and replacement roof windows to be of the conservation type, and recessed into the roof so as to finish flush with the roof tiles

Type:

Doors

Existing materials and finishes:

Timber doors

Proposed materials and finishes:

New timber entrance door with a finish TBC; New timber-effect UPVC doors with double-glazed panes. Frames finished in a colour TBC; New doors to the patio from the link and southern extension in thermally-broken aluminium frames with a powder-coated finish in black.

Type:

Vehicle access and hard standing

Existing materials and finishes:

Gravel to driveway area; Paving to paths and patio area

Proposed materials and finishes:

Permeable gravel surfacing to the remodelled driveway, parking and turning area; Sandstone paving to the front access ramp, rear patio terrace, and side paths.

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

Timber post and rail fencing; Established hedging and mature trees; Existing Garage forming part of southern boundary.

Proposed materials and finishes:

Existing timber post and rail fencing, to be retained; Established hedging and mature trees, to be retained; Southern flank wall of the existing Garage to be retained to form part of southern boundary.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- ☒ Yes
☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

Planning, Design and Access Statement
S251066 - The Cottage - Topo Survey-Sheet 1
S251066 - The Cottage - Ground Plan-Sheet 1
S251066 - The Cottage - First Plan-Sheet 1
S251066 - The Cottage - Roof Plan - Rev B-Sheet 1
S251066 - The Cottage - Elevations - Sheet 1
S251066 - The Cottage - Elevations - Rev B-Sheet 2
S251066 - The Cottage - Sections-Sheet 1
PL.001 Site Plan As Proposed
PL.002 Ground Floor General Arrangement As Proposed
PL.003 First Floor General Arrangement and Roof Plan As Proposed
PL.004 East and West Elevations As Proposed
PL.005 North and South Elevations As Proposed
PL.006 North and South Sectional Elevations As Proposed
PL.007 Site Block and Location Plans As Proposed
Tree Survey Report and AIA

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.

PL.001 Site Plan As Proposed

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

- ☒ Yes
☐ No

If Yes, please show on the plans, indicating the scale, which trees by giving them numbers (e.g. T1, T2 etc) and state the reference number of any plans or drawings

PL.001 Site Plan As Proposed
Tree Survey Report and AIA

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

If Yes, please describe:

The existing detached double garage will be removed, but the existing driveway retains sufficient space for the parking of several cars

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

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

PE/26/0035

Date (must be pre-application submission)

10/04/2026

Details of the pre-application advice received

Principle of proposals acceptable. Refer to Planning Statement for full transcript and discussion.

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?
E.g. All the land is owned by a single individual

- ☒ 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

Mr

First Name

Rob

Surname

Harrington

Declaration Date

12/06/2026

☒ 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

Rob Harrington

Date

12/06/2026