

PLANNING STATEMENT

Proposed External Modular Access Ramp and Replacement of Lounge Window with External Access Door

Flat 3 Harris Court, Swann Way, Broadbridge Heath, Horsham, West Sussex, RH12 3NQ

Application Type	Householder Planning Application - Disabled Access Adaptation
Property Address	Flat 3 Harris Court, Swann Way, Broadbridge Heath, Horsham, West Sussex, RH12 3NQ
Local Planning Authority	Horsham District Council
Proposed Development	Replacement of existing lounge window with external access door and installation of new modular external access ramp
Applicant	Mr Parvin
Agent / Prepared By	Advanced Adaptations

1. Introduction

This Planning Statement has been prepared by Advanced Adaptations on behalf of the applicant in support of a householder planning application for the replacement of an existing lounge window with an external access door and the installation of a new modular external access ramp at Flat 3 Harris Court, Swann Way, Broadbridge Heath, Horsham, West Sussex, RH12 3NQ.

This statement has been prepared in response to a request from Horsham District Council's Planning department for a planning statement which explains and justifies the proposal, identifies the context and need for the proposed development, assesses how the proposal accords with relevant national and local planning policies, and sets out details of pre-application consultations undertaken prior to submission.

This statement should be read in conjunction with the accompanying drawings, the Occupational Therapist's assessment and recommendation, and any other supporting documents submitted with the planning application.

2. Description of the Site and Surrounding Context

The application site comprises Flat 3 Harris Court, a ground floor residential flat forming part of a residential block known as Harris Court, situated on Swann Way in the village of Broadbridge Heath, Horsham, West Sussex. Broadbridge Heath is a residential settlement located to the west of Horsham town centre, within Horsham District.

The surrounding area is characterised by residential development of mixed type and tenure, consistent with the established character of a suburban residential neighbourhood.

3. Description of the Proposed Development

The proposed development comprises two interdependent elements, both of which are necessary to deliver the required accessible access solution:

3.1 Replacement of Lounge Window with External Access Door

The existing lounge window will be replaced with a new external access door to allow wheelchair access. The door will incorporate a level threshold to minimise any trip hazard and to comply with the requirements of Part M (Access to and use of buildings) of the Building Regulations 2010. The door frame design, colour and material will match the existing.

3.2 External Modular Access Ramp

A new modular external access ramp will be installed immediately outside the proposed new access door. The ramp is a proprietary modular system assembled from prefabricated components and installed with minimal ground disturbance. The ramp will be designed and installed in accordance with:

- The Occupational Therapist's specification and recommendation
- BS 8300:2018 Design of an accessible and inclusive built environment
- Part M of the Building Regulations 2010 (Access to and use of buildings)
- Horsham District Council's planning requirements for accessible adaptations

The ramp will incorporate handrails to both sides, a non-slip surface finish, appropriate landings at the top and bottom of the ramp. The gradient of the ramp will not exceed 1:12 as recommended by BS 8300 and the Occupational Therapist's assessment, and will ideally be 1:15 to 1:20 where the available space permits.

3.3 Modular System

The use of a modular ramp system is proposed for the following reasons:

- Modular systems are demountable and reversible, minimising the permanent impact of the development on the fabric of the building
- Modular systems require minimal ground disturbance and foundation works, reducing the structural and visual impact on the site
- Modular systems can be adjusted or reconfigured to meet changing needs over time
- Modular systems are widely accepted by local planning authorities and occupational therapists as the preferred solution for external ramp access in residential settings

4. Context and Need for the Proposed Development

4.1 The Applicant's Needs

The applicant's specific needs have been assessed by a qualified Occupational Therapist employed by West Sussex County Council, who has recommended the proposed works as the most appropriate and proportionate solution to meet the applicant's identified access needs.

This presents a significant risk to the applicant's health, safety, independence and wellbeing, and restricts their ability to participate in daily life and access community facilities, healthcare and social activities.

4.2 Disabled Facilities Grant

The proposed works are funded by a Disabled Facilities Grant (DFG) awarded by Horsham District under the Housing Grants, Construction and Regeneration Act 1996. The award of a DFG represents the formal confirmation by the local authority that the proposed works are necessary and appropriate to meet the applicant's assessed needs and are reasonable and practicable having regard to the age and condition of the property.

The DFG framework requires that adaptations are recommended by a qualified Occupational Therapist, are the most cost-effective solution to meet the applicant's needs, and are carried out to an appropriate standard. The proposed development satisfies all of these requirements.

4.3 The Right to Accessible Housing

The provision of accessible housing and the adaptation of existing homes to meet the needs of disabled people is a matter of significant public interest and human rights importance. The United Kingdom is a signatory to the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), which requires states to take appropriate measures to ensure that disabled people have access to housing and to the built environment on an equal basis with others. The Equality Act 2010 imposes a duty on service providers, including landlords and local planning authorities, to make reasonable adjustments to ensure that disabled people can access services and facilities.

The proposed development is a direct and proportionate response to the applicant's identified access needs, recommended by a qualified professional and funded by a statutory grant. It represents the minimum works necessary to enable the applicant to live safely and independently in their own home.

4.4 Proportionality and Reversibility

The proposed development is designed to be proportionate to the applicant's needs and to minimise the visual, structural and permanent impact on the building and its surroundings. The modular ramp system is demountable and reversible, and the replacement of the lounge window with an access door involves minimal structural alteration to the building fabric. The proposed development is the minimum works necessary to meet the applicant's assessed needs and has been designed to be as unobtrusive as possible in visual and structural terms.

5. National Planning Policy Assessment

5.1 National Planning Policy Framework (NPPF, December 2024)

The National Planning Policy Framework (NPPF) sets out the Government's planning policies for England and provides the overarching framework within which local planning authorities must determine planning applications. The following NPPF provisions are particularly relevant to the proposed development:

Paragraph 8 of the NPPF identifies three overarching objectives for the planning system: economic, social and environmental. The social objective is of particular relevance to this application, as it requires the planning system to support strong, vibrant and healthy communities by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations, and that planning policies and decisions support communities' health, social and cultural wellbeing.

Paragraph 63 of the NPPF (December 2023, under which the extant Local Plan was examined) requires planning policies to identify the housing needs of different groups in the community, including disabled people and those with specialist care or access needs, and to reflect these needs in planning decisions. This provision directly supports the proposed development as an adaptation to meet the identified access needs of a disabled resident.

Paragraph 130 of the NPPF sets out the principles of good design, including that development should be accessible and functional for all users. The proposed ramp and access door will improve the accessibility and functionality of the dwelling for the applicant and is therefore consistent with this principle.

The proposed development is of a modest, domestic scale and does not conflict with any of the NPPF's core planning principles. It represents a sensitive and proportionate response to a specific identified need and is strongly supported by national planning policy.

6. Local Planning Policy Assessment

6.1 Development Plan Context

The development plan for Horsham District currently comprises the Horsham District Planning Framework (HDPF), adopted in November 2015. The emerging Horsham District Local Plan 2023–2040 (HDLP) was submitted for examination in July 2024 and is currently under examination. Both documents are material considerations in the determination of this application. The HDPF carries full weight as the adopted development plan. The emerging HDLP carries weight proportionate to its stage of preparation and the extent to which there are unresolved objections.

6.2 Policy Assessment Table

Policy Reference	Policy Title	Relevance to Proposed Development
HDPF Policy 32	Accessibility and Equalities	Requires development to be accessible and inclusive for all members of the community, including disabled people. The proposed ramp

		and access door directly satisfy this requirement by providing safe, accessible and independent access to the flat for a disabled resident.
HDPF Policy 33	Development Principles	Requires development to respect the character, appearance and amenity of the area and neighbouring properties. The proposed modular ramp and door replacement are modest in scale, proportionate in design and will not cause unacceptable harm to the character or appearance of the building or surrounding area.
HDPF Policy 26	Housing Mix	Supports the provision of housing to meet the needs of all sections of the community, including disabled people. The proposed adaptation enables the applicant to continue to live in their existing home, supporting the overall supply of accessible housing in the district.
HDLP Policy H3 (emerging)	Accessible and Adaptable Dwellings	The emerging HDLP places increased weight on the need for accessible and adaptable homes to meet the needs of an ageing population and disabled people, as identified in the Housing Needs Topic Paper (March 2026). The proposed development directly advances the objectives of this emerging policy.
HDLP General Principles (emerging)	Inclusive Design	The emerging Local Plan emphasises inclusive design and the need for development to meet the accessibility needs of all residents, including M4(2) and M4(3) standards. While these standards apply primarily to new dwellings, they reflect the broader design principles that inform the assessment of this adaptation application.

6.3 Design and Visual Impact

The proposed development has been designed to be as visually unobtrusive as possible whilst meeting the functional requirements identified by the Occupational Therapist. The modular ramp system uses materials and colours selected to be compatible with the existing building fabric. The replacement of the lounge window with an access door is a modest alteration to the building's external appearance that does not materially alter the character or appearance of the building or the surrounding residential area.

The proposed development does not involve any increase in the footprint or volume of the building. It does not affect any protected trees, hedgerows or other natural features. It does not generate any additional traffic, parking demand or noise. It is not within a Conservation Area and does not affect any Listed Building. There are no landscape designations, flood risk constraints or other material planning constraints that would preclude the proposed development.

6.4 Impact on Neighbouring Properties

The proposed development is modest in scale and confined to the immediate curtilage of Flat 3 Harris Court. It will not cause any loss of privacy, overlooking, overshadowing or other amenity impact to neighbouring properties. The ramp will not extend beyond the curtilage of the application

site and will not obstruct any public footway or communal area. The Grant Officer has liaised with Saxon Weald regarding the proposed works, and consent has been obtained.

7. Equalities, Human Rights and Legal Framework

The proposed development is supported by a robust equalities and legal framework. The following legislation and guidance is directly relevant:

- Housing Grants, Construction and Regeneration Act 1996
Provides the statutory framework for Disabled Facilities Grants and places a duty on local housing authorities to approve mandatory DFG applications where the works are necessary and appropriate and reasonable and practicable. The grant has been awarded in respect of the proposed works.
- Equality Act 2010
Requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between persons who share protected characteristics (including disability) and those who do not. The proposed development advances equality of opportunity for the applicant.
- Human Rights Act 1998, Article 8
Provides the right to respect for private and family life, home and correspondence. Refusing planning permission for works that are necessary to enable a disabled person to live safely and independently in their own home would engage Article 8 rights and would require compelling justification.
- United Nations Convention on the Rights of Persons with Disabilities (UNCPRD)
Ratified by the United Kingdom in 2009. Article 9 requires states to take appropriate measures to ensure that disabled persons have access, on an equal basis with others, to the physical environment and to housing.
- BS 8300:2018 Design of an accessible and inclusive built environment
Provides the technical standards for accessible design, including ramp gradients, handrail specifications, landing dimensions and surface finishes. The proposed ramp has been designed in accordance with these standards.

8. Pre-Application Consultations

This section sets out the consultations undertaken with the local planning authority, statutory consultees and the wider community prior to the submission of the planning application, as requested by Horsham District Council.

8.1 Occupational Therapist Assessment

The proposed development has been recommended by Kate Shelley, a qualified Occupational Therapist employed by West Sussex County, following a formal home assessment of the applicant's needs. The OT has confirmed that the proposed works are the most appropriate and proportionate solution to meet the applicant's identified access needs and that no alternative solution exists that would adequately address those needs with less physical impact on the building.

8.2 Disabled Facilities Grant Application

A formal application for a Disabled Facilities Grant has been made to Horsham District Council and approved. The DFG process involves a formal assessment by the local housing authority of the necessity and appropriateness of the proposed works, and the award of the grant represents the authority's endorsement of the works as meeting the applicant's assessed needs.

8.3 Freeholder / Management Company

Prior to submission of the planning application, the Grant Officer contacted Saxon Weald in respect of the proposed works, and consent has been obtained.

8.4 Pre-Application Contact with Horsham District Council

No formal pre-application advice was sought from Horsham District Council prior to submission of this application. The proposed development is considered to be straightforward in planning terms and the agent is satisfied that it accords with the relevant planning policies as set out in this statement.

8.5 Neighbours and Community

No formal pre-application consultation with neighbouring residents was undertaken prior to submission. The proposed development is modest in scale and is not considered to have any material impact on neighbouring properties or the amenity of the wider area. The standard statutory neighbour consultation will be carried out by Horsham District Council as part of the determination process.

9. Conclusion

This Planning Statement has been prepared in support of a householder planning application for the replacement of an existing lounge window with an external access door and the installation of a new modular external access ramp at Flat 3 Harris Court, Swann Way, Broadbridge Heath, Horsham, West Sussex, RH12 3NQ.

The proposed development is necessary to enable the applicant, to access and leave their home safely, independently and with dignity. The works have been recommended by a qualified Occupational Therapist following a formal assessment of the applicant's needs.

The proposed development accords with the relevant provisions of the National Planning Policy Framework (NPPF, December 2024), the adopted Horsham District Planning Framework (HDPF, 2015), and the objectives of the emerging Horsham District Local Plan 2023–2040, as assessed in detail in Sections 5 and 6 of this statement. It is supported by the Equality Act 2010, the Housing Grants, Construction and Regeneration Act 1996 and the Human Rights Act 1998.

The proposed development is modest in scale, proportionate to the identified need, reversible in nature and will not cause any material harm to the character or appearance of the building or its surroundings, to the amenity of neighbouring properties or to any other material planning interest.

10. Declaration

This Planning Statement has been prepared on behalf of the applicant in good faith and to the best of the knowledge and information available at the date of preparation. The information contained herein is accurate to the best of the author's knowledge and belief.

Prepared by	Advanced Adaptations
On behalf of	Mr Parvin
Property	Flat 3 Harris Court, Swann Way, Broadbridge Heath, Horsham, RH12 3NQ
Date	14/09/2026

Zeki Kurekci

On behalf of Advanced Adaptations