



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	11th June 2026
Check Neighbours	☒
Check Consultations (including newts) / Press List	☒
Check Description, Plans and Supporting Documents	☒
Print and Display Site Notice (if required)	☐
WEEK TWO (+7)	18th June 2026
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	☒
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)	25th 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)	2nd July 2026
If no amendments required, contact agent / applicant with update on progress.	☐
Confirm whether delegated or committee decision (re: parish and neighbour representations)	☐
WEEK FIVE (+28)	9th July 2026
14-day re-consultation letters to be sent on any amended plans	☐
Prepare draft report	☒
WEEK SIX (+35)	16th July 2026
Check 35-day Cllr call-in for Committee	☐
If decision based on original plans, report to be drafted and submitted for sign off	☒
WEEK SEVEN (+42)	23rd July 2026
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/26/0956
15 Tern Avenue, Horsham, West Sussex, RH12 5AT

DESCRIPTION:

Conversion of garage to habitable space together with the replacement of front garage door with window and installation of window to rear.

RELEVANT PLANNING HISTORY:

None.

RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):

Policy 31 - Green Infrastructure and Biodiversity

Policy 32 - Strategic Policy: The Quality of New Development

Policy 33 - Development Principles

Policy 41 - Parking

North Horsham neighbourhood planning

Voluntary withdrawal of designation: North Horsham Parish Council voluntarily withdrew their parish from the Neighbourhood Development Plan process on 30 July 2018.

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:

Parish Comments:

No objection in principle, however, Members are concerned about the impact on parking.

WSCC Highways:

The Local Highway Authority has no objection to the proposed garage conversion. Although the loss of the garage may result in one additional vehicle parking on the street, no highway safety concerns have been identified, and there are no transport-related grounds to refuse the application.

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.

The application site is a detached dwelling located within the built-up boundary area of Horsham. The site occupies a typical suburban setting where alterations and extensions to dwellings are a common feature. The proposal involves the internal conversion of the existing garage to create additional habitable accommodation. Externally, alterations are limited to the replacement of the existing garage door with a window on the front elevation and the installation of a high-level window on the rear elevation.

The proposed replacement window would be contained within the existing garage opening and is indicated to match the style and appearance of the existing fenestration. As such, the alterations would appear subordinate to the host dwelling and would integrate satisfactorily with the existing property and surrounding street scene.

The proposal would be a clearly subservient conversion 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.

The proposal relates primarily to internal alterations within the existing building envelope and does not involve any increase in the scale, height or footprint of the dwelling. Consequently, there would be no material impact in terms of loss of light, overshadowing, overbearing impact or loss of outlook to neighbouring occupiers.

The proposed rear window would serve a utility room and is shown as a high-level window. Given its position and nature, it is not considered likely to result in any unacceptable overlooking or loss of privacy to neighbouring properties. Accordingly, the proposal is considered acceptable in relation to neighbouring residential amenity.

Impact on Parking

Policy 41 of the HDPF states that development which involves the loss of existing parking spaces will only be allowed if suitable alternative provision has been secured elsewhere, or the need for the development overrides the loss of parking and where necessary measures are in place to mitigate against the impact.

WSCC Highways were consulted on the application and advised that, although the proposal would result in the loss of the existing garage parking space, it would not have an unacceptable impact on highway safety or result in severe cumulative impacts on the operation of the highway network.

The proposal would result in the loss of approximately 0.5 of a parking space associated with the garage. Whilst this may increase reliance on on-street parking, the dwelling would retain one off-street parking space on the driveway. The dwelling is three-bedroom and the Parking Demand Calculator indicates a requirement of approximately 1.7 spaces for this location. It is acknowledged that parking

provision within Tern Avenue is relatively constrained and that the cumulative loss of garage parking across multiple properties could place additional pressure on on-street parking.

Following the approval of a similar garage conversion nearby at 81 Tern Avenue (DC/21/2474), the loss of garage parking was considered acceptable. Whilst the circumstances are not directly comparable, it demonstrates that the principle of losing a garage parking space within the estate has previously been accepted where sufficient parking remained available. On balance, whilst the proposal represents a minor reduction in parking provision, it is not considered that the loss of the garage would result in a level of parking harm that would justify refusal. Consequently, the proposal is considered acceptable in highway safety and parking terms.

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/26/0956

(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 & Block plan	Site Location & Block Plan	/01 REVISION P1	11.06.2026
Elevation & Floor plan	Proposed Ground Floor Plan & Elevations	DE1405/02 REVISION D1	11.06.2026
Elevation & Floor plan	Existing Ground Floor Plan & Elevations	DE1405/02 REVISION P1	11.06.2026

DELEGATED

Case Officer sign/initial Meg Bayliss Date: 16/07/2026

Authorising Officer sign/initial Tamara Dale Date: 30/07/2026