



Horsham District Council

Application for a Lawful Development Certificate for a Proposed Use or Development

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

Danielle

Surname

Sercombe

Company Name

Address

Address line 1

Polecat Manor

Address line 2

PolecatLane

Address line 3

Southwater

Town/City

Horsham

County

Country

GB

Postcode

RH13 9DJ

Are you an agent acting on behalf of the applicant?

- ☐ Yes
- ☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposal

Does the proposal consist of, or include, the carrying out of building or other operations?

☐ Yes

☒ No

Does the proposal consist of, or include, a change of use of the land or building(s)?

☒ Yes

☐ No

If Yes, please give a full description of the scale and nature of the proposed use, including the processes to be carried out, any machinery to be installed and the hours the proposed use will be carried out

Proposed Use: Ancillary Beauty Treatment Room (Class E)

1. Nature of Activity

The proposal is for a small-scale, one-to-one beauty business operated solely by the resident of the main dwelling. There will be no external employees. The business will occupy the single room of the existing detached building, 'The Bothy', previously used as a studio apartment (Council Tax Band A). [1, 2, 3]

2. Frequency of Use & Intensity

* Clients: Strictly one client at a time, by appointment only.

* Turnover: Estimated to grow to 3–5 clients per day. Initially 3-5 per week.

* Gap times: A minimum 15-minute gap will be scheduled between appointments to ensure no client overlap.

3. Impact on Local Amenity

* Noise/Disturbance: All activities take place indoors. Given the 50-acre site and total lack of immediate neighbors, there is zero risk of noise nuisance or loss of privacy to any third party.

* Traffic & Access: Clients will use the existing 0.5-mile private driveway. All parking is contained deep within the site with no impact on the public highway or local traffic flow. The volume of traffic is expected to be lower than or equal to the previous use as an independent studio apartment.

4. Physical Alterations

* No external changes are proposed to the building. Its appearance will remain consistent with its original residential/ancillary character.

5. Water requirements - as the building was previously a residential studio with a bathroom, the proposed low-turnover beauty use is expected to result in a net reduction in daily water consumption.

If Yes, please fully describe the existing or the last known use, with the date when this use ceased

Studio bedroom. Previously a business office and meeting room for the previous owners, I gained change of use to a bedroom to enable my foster daughter to gain some independence. She has now left the foster care system, hence wanting to return the premises to business use. Band A tax is still paid on the property.

Has the proposal been started?

☐ Yes

☒ No

Grounds for Application

Information about the existing use(s)

Please explain why you consider the existing or last use of the land is lawful, or why you consider that any existing buildings, which it is proposed to alter or extend are lawful

The existing detached building is lawful as it has been in continuous use as a self-contained studio apartment ancillary to the main dwelling for several years. The building has historically been assessed separately for Council Tax purposes (Council Tax Band A), demonstrating its recognised residential/habitable status.

The building was constructed and used as habitable accommodation with associated bathroom facilities and has remained in continuous lawful use without enforcement action by the Local Planning Authority.

No unlawful operational development is proposed. The application relates solely to confirmation that the proposed low-intensity beauty treatment use within the existing lawful building does not constitute a material change of use.

It is a studio room with bathroom, of shed-like appearance, within the garden of the main residence. I make no application to alter or extend.

Please list the supporting documentary evidence (such as a planning permission) which accompanies this application

Select the use class that relates to the existing or last use.

C3 - Dwellinghouses

Information about the proposed use(s)

Select the use class that relates to the proposed use.

E(e) - Medical or health services - Except premises attached to the residence of the provider

Is the proposed operation or use

- ☒ Permanent
- ☐ Temporary

Why do you consider that a Lawful Development Certificate should be granted for this proposal?

A Lawful Development Certificate should be granted because the proposal does not result in a material change of use of the land or building when assessed against its existing lawful use and the scale and intensity of the proposed activity.

The existing detached building is already lawful as a habitable studio apartment with associated bathroom facilities and has historically been assessed separately for Council Tax purposes. The proposed use would operate on a low-intensity, appointment-only basis with one client at a time, no external employees, and no external alterations to the building.

The site is located within approximately 50 acres of private land with no immediate neighbouring properties. All client access and parking are fully contained within the existing private driveway and site boundaries, resulting in no adverse impact on residential amenity, highway safety, parking provision, noise levels, or the character of the surrounding area.

The proposal represents a low-impact form of rural home-based economic activity making use of an existing lawful building, consistent with the general aims of national planning policy to support sustainable small business development in rural areas where there is no significant adverse impact.

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

Interest in the Land

Please state the applicant's interest in the land

- ☐ Owner
☐ Lessee
☒ Occupier
☐ Other

If Lessee or Occupier, please give details of the owner and state whether they have been informed in writing of this application

***** REDACTED *****

Declaration

I/We hereby apply for Lawful development: Proposed use 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

Danielle Sercombe

Date

15/05/2026