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: 14

Suffix:

Property Name:

Address Line 1: Lower Station Road

Address Line 2:

Address Line 3: West Sussex

Town/city: Billingshurst

Postcode: RH14 9SX

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

Easting (x): 508738

Northing (y): 125021

Description:

Applicant Details

Name/Company

Title

MRS

First name

DEBBIE

Surname

SPENCE

Company Name

Address

Address line 1

14 Lower Station Road

Address line 2

Address line 3

Town/City

Billingshurst

County

West Sussex

Country

Postcode

RH14 9SX

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Agent Details

Name/Company

Title

Mr

First name

David

Surname

Mott

Company Name

DMA BUILDING DESIGNS

Address

Address line 1

UNIT 4B

Address line 2

RUDGWICK BRICKWORKS

Address line 3

LYNWICK STREET

Town/City

RUDGWICK

County

Country

Postcode

RH12 3DH

Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Description of Proposed Works

Please describe the proposed works

Proposed annexe within existing outbuilding

Has the work already been started without consent?

◯ Yes
⊘ No

Materials

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

⊘ Yes
◯ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:
Walls

Existing materials and finishes:

Proposed materials and finishes:
where windows installed to front elevation, materials to match rest of building - timber cladding

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

DE1372/G/01 P1
DE1372/G/02 P1
DE1372/G/06 P1
DE1372/G/04/1 P1
DE1372/G/04 P1
DE1372/G/05 P1

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?

- [x] Yes
- [ ] No

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

DE1372/G/05 P1

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

- [ ] Yes
- [x] 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
- [x] No

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

- [ ] Yes
- [x] No

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

- [ ] Yes
- [x] No

Parking

Will the proposed works affect existing car parking arrangements?

- [x] Yes
- [ ] No

If Yes, please describe:

The garage is being converted but is not used as a storage for cars. There is plenty of parking on the driveway of the property as can be seen in drawing no DE1372/G/04/1

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

First Name

***** REDACTED ******

Surname

***** REDACTED ******

Reference

PE/25/0255

Date (must be pre-application submission)

10/11/2025

Details of the pre-application advice received

"It is advised that subject to the matters identified there is potential for development to take place in the manner set out"
"However, it is considered that the garage building is existing and sits significantly set back from the road, although still visible. It is considered that the Conversion to an annexe would utilise the existing footprint and there are no structural changes proposed. Therefore, it is likely that the proposal to convert the existing outbuilding/garage into an annexe would be acceptable subject to further consideration."
HIGHWAYS - SHOW 2.7 PARKING SPACES
RESIDENTIAL - HOUSE TO BE ANCILLARY - CLIENT HAS NO INTENTION OF CREATING SEPARATE DWELLING. THIS IS TO ALLOW A LADY TO LIVE INDEPENDENTLY FROM HER FAMILY BUT HAVE HELP ON HAND IF NEEDED

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

First Name

Surname

DMA BUILDING DESIGNS

Declaration Date

20/11/2025

☑ 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

David Mott

Date

20/11/2025