Horsham District Council

# Application for Planning Permission

## 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

Spartan House

Address Line 1

North Street

Address Line 2

Address Line 3

West Sussex

Town/city

Horsham

Postcode

RH12 1RD

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

Easting (x)

517692

Northing (y)

130816

Description

## Applicant Details

### Name/Company

Title

Ms

First name

Tracey

Surname

King

Company Name

RSA Insurance

### Address

Address line 1

Floor 8

Address line 2

22 Bishopsgate

Address line 3

Town/City

London

County

Country

Postcode

EC2N 4BQ

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

### Contact Details

Primary number

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

Secondary number

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

Fax number

Email address

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

## Agent Details

### Name/Company

Title

Mr

First name

Colin

Surname

Laine

Company Name

Studio 4 Architecture

### Address

Address line 1

6 Sandwell Crescent

Address line 2

6 Sandwell

Address line 3

Town/City

London

County

Country

United Kingdom

Postcode

NW61PB

## Contact Details

Primary number

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

Secondary number

Fax number

Email address

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

## Site Area

What is the measurement of the site area? (numeric characters only).

2156.00

Unit

Sq. metres

## Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. View government planning guidance on fire statements or access the fire statement template and guidance.
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or view government planning guidance on determination periods.

**Description**

Please describe details of the proposed development or works including any change of use

Installation of 5no. metal grilles in the external wall of the building, to provide inlet and extract points for a fresh air ventilation system to be installed to the ground & second floor.
Replacement of the east facade timber boarding cladding with a new vented cement board system.
New wheelchair platform lift to be installed at front entrance, replacement stairs to be relocated & installed to allow new 1500mm platform outside new entrance door.
First Floor Terrace on North Elevation will have horizontal stainless-steel wires at 100mm centres added into the vertical balustrade posts to bring the installation into line with current building regulations.

Has the work or change of use already started?

◯ Yes
⊘ No

## Existing Use

Please describe the current use of the site

Commercial Office Space

Is the site currently vacant?

◯ Yes
⊘ No

**Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.**

Land which is known to be contaminated

◯ Yes
⊘ No

Land where contamination is suspected for all or part of the site

◯ Yes
⊘ No

A proposed use that would be particularly vulnerable to the presence of contamination

◯ 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:**
Other

**Other (please specify):**
Second Floor Terrace Balustrade

**Existing materials and finishes:**
Not currently installed.

**Proposed materials and finishes:**
New horizontal stainless-steel wires at 100mm centres added into the existing vertical balustrade posts.

**Type:**
Other

**Other (please specify):**
Metal Ventilation Grille

**Existing materials and finishes:**
Brown brickwork is located in the position of the proposed grilles.

**Proposed materials and finishes:**
The proposed new powder coated finish grilles will be specified in a RAL colour match to the existing windows.

**Type:**
Other

**Other (please specify):**
Front Steps & Handrails

**Existing materials and finishes:**
Concrete Paving Slabs & Powder coated metal handrail

**Proposed materials and finishes:**
New concrete paving slabs (colour to match existing) and new powder coated metal handrail (colour to match existing).

**Type:**
Other

**Other (please specify):**
East Elevation Timber Cladding

**Existing materials and finishes:**
East Elevation gable: timber cladding boards

**Proposed materials and finishes:**
Proprietary vented cement board panels on metal frame system - colour to match existing removed timber boards.

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

- [x] Yes
- [ ] No

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

2479 Design & Access / Planning Statement
2479-PL-001 P1 Location Plan
2479-PL-002 P1 Proposed Block Plan
2479-PL-003 P1 Proposed Ground Floor Plan
2479-PL-102 P1 Proposed GA Plan-SF
2479-PL-210 P1 Proposed North Elevation
2479-PL-211 P1 Proposed South Elevation
2479-PL-212 P1 Proposed West Elevation
2479-PL-213 P1 Proposed East Elevation
2479-PL-400 P1 Site Photos
2479-PL-Ex001 P1 Existing Ground Floor Plan
2479-PL-Ex102 P1 Existing GA Plan-SF
2479-PL-Ex210 P1 Existing North Elevation
2479-PL-Ex211 P1 Existing South Elevation
2479-PL-Ex212 P1 Existing West Elevation
2479-PL-Ex213 P1 Existing East Elevation
224035_M_3100_T1 Mechanical Services Ground Floor
224035_M_3102_T1 Mechanical Services Second Floor
Standard Weather Louvres

## Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular 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

Are there any new public roads to be provided within the site?

◯ Yes
⊘ No

Are there any new public rights of way to be provided within or adjacent to the site?

◯ Yes
⊘ No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

◯ Yes
⊘ No

## Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

⊘ Yes
◯ No

Please provide information on the existing and proposed number of on-site parking spaces

**Vehicle Type:**
Disability spaces

**Existing number of spaces:**
2

**Total proposed (including spaces retained):**
2

**Difference in spaces:**
0

**Vehicle Type:**
Cars

**Existing number of spaces:**
63

**Total proposed (including spaces retained):**
63

**Difference in spaces:**
0

## Trees and Hedges

Are there trees or hedges on the proposed development site?

◯ Yes
⊘ No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

◯ Yes
⊘ No

**If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.**

## Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's Flood map for planning. You should also refer to national standing advice and your local planning authority requirements for information as necessary.)

◯ Yes
⊘ No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

◯ Yes
⊘ No

Will the proposal increase the flood risk elsewhere?

◯ Yes
⊘ No

How will surface water be disposed of?

☐ Sustainable drainage system

☐ Existing water course

☐ Soakaway

☑ Main sewer

☐ Pond/lake

## Biodiversity and Geological Conservation

**Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?**

**To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.**

a) Protected and priority species

◯ Yes, on the development site
◯ Yes, on land adjacent to or near the proposed development
⊘ No

b) Designated sites, important habitats or other biodiversity features

◯ Yes, on the development site
◯ Yes, on land adjacent to or near the proposed development
⊘ No

c) Features of geological conservation importance

◯ Yes, on the development site
◯ Yes, on land adjacent to or near the proposed development
⊘ No

**Supporting information requirements**

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

## Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

Find out more about biodiversity net gain, and access digital tools from our partners that can help determine if you are exempt, or produce the biodiversity metric information required.

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 (as amended)) would apply?

◯ Yes
⊘ No

Biodiversity net gain has been introduced as a general condition for planning permission. As set out in The Environment Act 2021: "grants of planning permission in England [are] to be subject to a condition to secure that the biodiversity gain objective is met". Therefore, in England, all planning permissions are generally subject to biodiversity gain rules, unless they are specifically exempt or out of scope.

If you have stated that the biodiversity net gain requirement does not apply to your application you must provide the reason(s) why, and may also need to supply evidence (especially where you believe the application is eligible for the 'de minimis' exemption).

You can use our partner's free online tool to determine if you are exempt and to produce detailed reasons

Please add all the reasons why biodiversity net gain does not apply and enter a justification for each one

**Reason biodiversity net gain does not apply:**
Development subject to the de minimis exemption (development below the threshold)

**What best describes the size of your site?:**
Over 25 square metres

**Please justify the reason why biodiversity net gain does not apply:**
Although the overall site area is over 25 square metres, the areas within the site where work is being carried out are under 25 square metres in measured area. The proposed area of work is 20 sqm and is within an existing concrete paved area above an existing basement carpark (which would be assigned a zero score in the statutory biodiversity metric, which makes these surfaces effectively exempt from the 10% net gain requirement.) The development does not impact on any onsite priority habitat.

Note: Please read the help text for further information why developments may be exempt or not in scope.

## Foul Sewage

Please state how foul sewage is to be disposed of:

- [x] Mains sewer
- [ ] Septic tank
- [ ] Package treatment plant
- [ ] Cess pit
- [ ] Other
- [ ] Unknown

Are you proposing to connect to the existing drainage system?

- ○ Yes
- ⊘ No
- ○ Unknown

## Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- ○ Yes
- ⊘ No

Have arrangements been made for the separate storage and collection of recyclable waste?

- ○ Yes
- ⊘ No

## Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- ○ Yes
- ⊘ No

## Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

◯ Yes
⊘ No

## All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?
Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

⊘ Yes
◯ No

Please add details of the Use Classes and floorspace.

**Use Class:**
E(g)(i) - Offices - Except where not suitable in a residential area

**Existing gross internal floorspace (square metres) (a):**
2252

**Gross internal floorspace to be lost by change of use or demolition (square metres) (b):**
0

**Total gross new internal floorspace proposed (including changes of use) (square metres) (c):**
2254

**Net additional gross internal floorspace following development (square metres) (d = c - a):**
2

| Totals | Existing gross internal floorspace (square metres) (a) | Gross internal floorspace to be lost by change of use or demolition (square metres) (b) | Total gross new internal floorspace proposed (including changes of use) (square metres) (c) | Net additional gross internal floorspace following development (square metres) (d = c - a) |
|---|---|---|---|---|
| | 2252 | 0 | 2254 | 2 |

## Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

⊘ Yes
◯ No

### Existing Employees

Please complete the following information regarding existing employees:

Full-time

235

Part-time

0

Total full-time equivalent

0.00

## Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time

250

Part-time

0

Total full-time equivalent

0.00

## Hours of Opening

Are Hours of Opening relevant to this proposal?

- [x] Yes
- [ ] No

Please add details of the of the Use Classes and hours of opening for each non-residential use proposed.

If you do not know the hours of opening, select the Use Class and tick 'Unknown'

**Use Class:**
E(g)(i) - Offices - Except where not suitable in a residential area

**Unknown:**
No

**Monday to Friday:**

**Start Time:**
07:00

**End Time:**
19:00

**Saturday:**

**Start Time:**

**End Time:**

**Sunday / Bank Holiday:**

**Start Time:**

**End Time:**

## Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

- [ ] Yes
- [x] No

Is the proposal for a waste management development?

- [ ] Yes
- [x] No

## Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

◯ Yes
⊘ No

## 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

## 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

Can you give appropriate notice to all the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

- [x] Yes
- [ ] No

## Certificate Of Ownership - Certificate B

**I certify/ The applicant certifies that:**

- [x] **I have/The applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates; or**
- [ ] **The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.**

*** "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.**

**** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990**

Owner/Agricultural Tenant

**Name of Owner/Agricultural Tenant:**
***** REDACTED ******

**House name:**
Building

**Number:**
12

**Suffix:**

**Address line 1:**
Chiswick Business Park

**Address Line 2:**
566 Chiswick High Road

**Town/City:**
London

**Postcode:**
W4 5AN

**Date notice served (DD/MM/YYYY):**
02/05/2025

**Person Family Name:**

Person Role

- [ ] The Applicant
- [x] The Agent

Title

Mr

First Name

Colin

Surname

Laine

Declaration Date

02/05/2025

- [x] Declaration made

## Declaration

I/We hereby apply for Full 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

Colin Laine

Date

02/05/2025