Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:

DC/26/1293
10 Glendale Close, Horsham, West Sussex, RH12 4GR

DESCRIPTION:

Conversion of the existing attached garage into habitable space and erection of a single-storey rear extension to provide a self-contained annexe.

RELEVANT PLANNING HISTORY:

None

RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):
Policy 32 - Strategic Policy: The Quality of New Development
Policy 33 - Development Principles
Policy 41 - Parking

Neighbourhood Plan:
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 9: Water Neutrality
Policy 17: Green Infrastructure and Biodiversity
Policy 19: Development Quality
Policy 20: Development Principles
Policy 25: Parking
Policy 46: Ancillary Accommodation

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:

HDC Arboriculture: No objection / advice

Parish Comments:

North Horsham Parish Council: No Objection

Members would only want to see occupancy used by residents of the main property.

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.

10 Glendale Close is a two-storey detached 4-bed dwelling situated within a residential cul-de-sac. The dwelling has a dual pitched tiled roof which is gabled to the front and rear, brickfacing to elevations with a vertical tile hanging section to the front upper floor, and a rear conservatory. The dwelling has an attached flat roofed single garage on the east elevation, which extends to the rear and is set well back from the dwelling's front elevation. The garage is also attached to a similar flat roofed garage serving the neighbouring property to the southeast (No.11).

Planning permission is sought for the conversion of the existing attached garage, and the construction of a single-storey extension projecting approximately 5 metres to the rear, with flat roof, and guttering to the northeast elevation for drainage internal to the site, cladding to elevations to match existing colour. The proposed will provide a self-contained residential annexe for occupation by a close family member to live nearer to the family while retaining a degree of privacy and independence. The annexe is proposed to be used solely as accommodation ancillary to the principal dwelling at 10 Glendale Close, and will share its existing access, parking, garden and services, and is not intended to create a separate dwelling or independent planning unit.

The proposal would add additional built form to the rear of the property, however the rear garden area is sufficient to comfortably accommodate the proposal, and overall the proposal would be a clearly subservient addition and is considered to be of a design, form and scale which is acceptable 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 rear extension will run along the boundary with the neighbouring property No.11, however, its single-storey form and low roof profile will limit any potential overbearing effect or loss of light. No boundary-facing glazing is proposed, with the outlook directed into the host property's own garden. The existing boundary treatment and established planting will also limit views of the development. The proposed is for occupation by a close family member and a condition is recommended for the accommodation to be occupied solely for purposes ancillary to the main dwelling. As such, it is considered that the siting and layout of the proposed extension and the resulting relationship with adjoining properties would be sufficient to prevent any unacceptable harm to neighbouring amenity.

The proposal is therefore considered to accord with the above policies.

Arboriculture

Following consultation with the Council's Arboricultural Officer, it is noted that the property is subject of a 1973 Area Tree Preservation Order (Ref: TPO/0254) that affords a level of protection to all the mature trees that pre-date the building out of the estate.

The application site does not contain any individual trees of significant public amenity value in this respect, only young/small ornamental/fruit trees. The proposed development is close to the boundary of the neighbouring property (No.11) to the southeast. The trimmed cypress hedging currently at the boundary will require cut back to enable the build. However, it is not of wider amenity value and has provided screening between the two properties.

For these reasons, there are no significant arboricultural concerns.

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).

4 **Regulatory Condition**: The accommodation hereby permitted shall be occupied solely for purposes ancillary to the occupation and enjoyment of 10 Glendale Close Horsham (as

identified on the approved plans) and shall not be occupied as a self-contained unit of accommodation or for any commercial purpose(s).

Reason: The establishment of an additional independent unit of accommodation would give rise to an over-intensive use of the site and lead to an unsatisfactory relationship between independent units of living accommodation contrary to Policies 26 and 33 of the Horsham District Planning Framework (2015).

NOTE TO APPLICANT
Biodiversity Net Gain Condition
Paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 states that planning permission is deemed to have been granted subject to the "biodiversity gain condition" which means development granted by this notice must not begin unless:

(a) a Biodiversity Gain Plan has been submitted to the planning authority, and
(b) the planning authority has approved the plan.

Based on the information submitted in the planning application documents, the Planning Authority considers that this permission is exempt from biodiversity net gain, and as such does not require approval of a biodiversity gain plan before development is begun.

Statutory exemptions and transitional arrangements
There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply. These can be found at Paragraph: 003 Reference ID: 74-003-20240214 of the Planning Practice Guidance, which can be found at https://www.gov.uk/guidance/biodiversity-net-gain.

Irreplaceable habitat
If the onsite habitat includes irreplaceable habitat (within the meaning of the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) there are additional requirements for the content and approval of Biodiversity Gain Plans.

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/26/1293
(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 & Block Plans	01 C	07.09.2026
Floor plan	Existing Plans	02 A	12.08.2026
Elevation plan	Existing Elevations & Section AA	03 A	12.08.2026
Floor plan	Proposed Plans	04 B	12.08.2026
Elevation plan	Proposed Elevations and Section AA	05 B	12.08.2026

DELEGATED

Case Officer sign/initial Steve Astles Date: 26.10.2026

Authorising Officer sign/initial Tamara Dale Date: 29.10.2026