



**Horsham
District
Council**

Matt Smith
D&M Planning
1A High St
Godalming
GU7 1AZ

Our ref: DC/25/2126
Your ref: 5 Kingsfold Close RH14 9HG Granny Annex
Email: planning@horsham.gov.uk
Direct Line: 01403 215059
Please ask for: Halima Chowdhury
Date: 10th February 2026

Dear Sir/Madam,

**TOWN & COUNTRY PLANNING ACT 1990 (as Amended)
TOWN & COUNTRY PLANNING (Development Management Procedure) (England) Order 2015**

Erection of a single storey detached granny annexe together with a detached single storey multipurpose workshop and gym.

5 Kingsfold Close Billingshurst West Sussex RH14 9HG

Your application was validated on 28/01/2026 and will be available for public inspection as well as posted on the Council's web site. The description of your application may have been amended, please contact the Case Officer dealing with your application (indicated at the top of this letter) as soon as possible if you have any objections to this.

Horsham District Council has adopted a Community Infrastructure Levy (CIL) Charging Schedule which takes effect on applications determined after 1st October 2017. **This development constitutes CIL liable development.**

If by eight weeks (or 13 weeks for major applications) from the date of receipt this authority has not given you notice of their decision, and you have not agreed with them in writing that the period within which their decision shall be given may be extended, then you may appeal to the Secretary of State for the Environment in accordance with Section 78 of the Town and Country Act 1990, by notice sent within six months from that date (unless the application has already been referred by this authority). Appeals must be made on a form which is available from the Planning Inspectorate at Temple Quay House, 2, The Square, Temple Quay, Bristol, BS1 6PN.

If a site notice is statutorily required to be erected on site, it is the case officer's responsibility to place it in a prominent position on the forward most part of the property, advertising the fact that you have submitted a planning application to this authority.

The application may be decided by a Committee of Councillors or by officers under delegated powers, the criteria for this are set out in the Scheme of Delegation which can be found at <https://www.horsham.gov.uk/planning/planning-applications/how-is-a-planning-application-determined>. In either instance all comments received by the Council will be very carefully considered before a decision is made.

Under the terms of the Local Government (Access to Information) Act 1985, any correspondence received regarding the application may be available for public inspection and copied by interested parties. In the event of an appeal being lodged with the Planning Inspectorate against the decision, any representations received will be forwarded to the Planning Inspectorate and the appellant.

You are advised that should your application be successful it will not constitute an approval under the Building Regulations. You should ensure that a Building Control application is not required, or has been submitted. The Building Control Department can be contacted on 01403 215151.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Emma Parkes', with a stylized, flowing script.

Emma Parkes
Head of Development and Building Control

Encs. Notice of CIL Letter



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Dear Sir/Madam,

NOTICE OF IMPLEMENTATION OF THE COMMUNITY INFRASTRUCTURE LEVY (CIL)

Erection of a single storey detached granny annexe together with a detached single storey multipurpose workshop and gym.

5 Kingsfold Close Billingshurst West Sussex RH14 9HG

Horsham District Council implemented the Community Infrastructure Levy (CIL) on the 1st October 2017.

CIL is a charge that local authorities can impose on new developments in their area of which contributions are used for the infrastructure that the council and communities need.

Advice for applicants including exemptions and reliefs as well as the CIL charging schedule (which includes CIL rates) is published online at <https://www.horsham.gov.uk/planning/apply/cil>

If your application includes demolition and/or retention of existing building(s) the existing floor space of those building(s) may be discounted in the calculation of the CIL charge.

For an existing building to be eligible for discount from the CIL calculation, it must have been **in use for its lawful purpose for six continuous months in the previous three years** before planning permission first permits development. Furthermore, an existing building must **be situated on the development site** on the day the planning permission first permits development

The onus is on the applicant to demonstrate that the building has been in lawful use for the required time further information

- Copies of leases
- Utility or other bills for the six month period relating to the use claimed
- Business rate/council tax bills and payments. *Note the Local Planning Authority does not have access to this information as it is data protected*
- Where informal arrangement exists redacted bank statements to show rent/rates have been paid
- Confirmation from a letting agent/solicitor advising of the period of occupancy
- Dated photographs showing the building in the use claimed

- A Certificate of Lawful Use. **Note** the Certificate must demonstrate that the building has been used for the lawful purpose for at least six continuous months within the previous three years.

Are you eligible for exemption or relief from the levy?

The Community Infrastructure Levy Regulations make a number of provisions for charging authorities to give relief from the levy. People who are considered to be an owner of a material interest in the relevant land can claim relief.

Depending on the circumstances, the following forms of relief may be available:

- Mandatory charitable relief
- Discretionary charitable relief
- Mandatory social housing relief
- Exemption for self-build housing
- Exemption for residential annexes or extensions

If you believe you could benefit from relief or exemption from the levy, and you have not already submitted a claim, you must do so **before commencement** of the chargeable development.

For CIL purposes, commencement means the earliest date on which any material operation, including demolition, begins to be carried out on the site

Please be aware that we cannot grant relief from the Levy until you have submitted an Assumption of Liability https://ecab.planningportal.co.uk/uploads/1app/forms/form_1_assumption_of_liability.pdf

In order to assist this process and prioritise the determination of relevant cases, unless you have already done so, please complete and return the CIL Additional Information Form https://ecab.planningportal.co.uk/uploads/1app/forms/cil_questions.pdf. Should you require assistance in this matter, please contact your case officer.

Yours faithfully



Emma Parkes
Head of Development and Building Control