



**Horsham
District
Council**

Joe Djeebet
The Windowman
16 South Street
Crewkerne
Somerset
TA18 8DA

Our ref: PE/26/0014
Your ref:
Officer: Marie Riggs
Email: marie.riggs@horsham.gov.uk
Tel: 01403 215497
Date: 16th February 2026

Dear Sir/Madam,

Location: 3 Shortsfild Close Horsham West Sussex RH12 2NA

Details: Do I Need Planning Permission - Erection of single-storey side extension.

Your enquiry has been considered and I can advise as follows:

The pre-application enquiry relates to the erection of a single-storey extension. The pre-application enquiry has been accompanied by location and block plans indicating the location of the proposed extension. However, the height of the proposed extension has not been confirmed, and no elevations have been submitted; where it is not possible to determine the scale, design or appearance of the proposal.

It is possible to carry out a number of works to dwellinghouses without the need for planning permission, under what is commonly referred to as 'permitted development' rights. These rights are granted to homeowners under the General Permitted Development Order 2015 (as amended) Class A of Schedule 2, Part 1 of this Order relates to the erection of extension and planning would not be required provided the following criteria are met:

- (j) *the enlarged part of the dwellinghouse would extend beyond a wall forming a side elevation of the original dwellinghouse, and would*
 - (i) *exceed 4 metres in height,*
 - (ii) *have more than a single storey, or*
 - (iii) *have a width greater than half the width of the original dwellinghouse;*

Whilst the details provided seem to confirm with the above requirements, no indication of the height has been provided, and it is not therefore possible to provide formal confirmation whether the proposal would represent permitted development.

For formal confirmation, it is recommended that an application for a Lawful Development Certificate, Proposed is submitted to the Council to establish whether or not planning permission is required for the works or that they can be carried out as permitted development. Further details on the above criteria can be found through the following link:-

<https://www.planningportal.co.uk/permission/responsibilities/planning-permission/lawful-development-certificates>

The above comments are given as the opinion of the Case Officer and do not prejudice any outcome of a subsequent application. Should you submit a formal planning application, please quote reference number PE/26/0014 in your submission.

Yours faithfully

Marie Riggs
Planning Technician

COMMUNITY INFRASTRUCTURE LEVY (CIL)

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

The Community Infrastructure Levy is a charge placed on new development. The funds raised will help to pay for a wide range of infrastructure to support development across Horsham District.

Most new development which creates net additional floorspace of 100m² or more, or creates a new dwelling, (including permitted development), is potentially liable for the levy.

How does it affect you?

Applications for CIL liable development which are determined on or after 1st October 2017 are required to pay the Community Infrastructure Levy (unless the development qualifies for relief or exemption).

Further information and the rates charged by Horsham District Council are set out in the CIL Charging Schedule which can be viewed online at www.horsham.gov.uk/planning/apply/cil

General Consent e.g. Permitted Development

Developments which are permitted by way of a general consent (such as permitted development) may still be liable to pay the Community Infrastructure Levy if they meet the above criteria.

In these circumstances, you must submit a Notice of Chargeable Development (CIL form 5), notify us of the person who will assume liability to pay the CIL and make any applications for relief or exemption, before the development is commenced.