



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	14th May 2026
Check Neighbours	x
Check Consultations (including newts) / Press List	x
Check Description, Plans and Supporting Documents	x
Print and Display Site Notice (if required)	☐
WEEK TWO (+7)	21st May 2026
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	x
Draft HRA / AA if necessary. If the water statement is insufficient discuss with TL / PPO whether to discuss / accept amendments to the strategy.	☐
Instruct Legal if s106 required (with prior TL / PPO agreement)	☐
WEEK THREE (+14)	28th May 2026
If amendments are likely to be needed discuss with TL / PPO (N.B. Only minor amendments will be accepted in accordance with the Amendment Guidance). When requesting amendments give clear deadline (i.e. start of week 5).	☐
WEEK FOUR (+21)	4th June 2026
If no amendments required, contact agent / applicant with update on progress.	x
Confirm whether delegated or committee decision (re: parish and neighbour representations)	x
WEEK FIVE (+28)	11th June 2026
14-day re-consultation letters to be sent on any amended plans	☐
Prepare draft report	☐
WEEK SIX (+35)	18th June 2026
Check 35-day Cllr call-in for Committee	x
If decision based on original plans, report to be drafted and submitted for sign off	x
WEEK SEVEN (+42)	25th June 2026
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/26/0786
3 Beedingwood Drive, Colgate, West Sussex, RH12 4TE

DESCRIPTION:

Erection of first floor front extension and installation of 3no. rooflights to front elevation and 3no. dormers to rear elevation.

RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):

Policy 25 - Strategic Policy: The Natural Environment and Landscape Character

Policy 26 - Strategic Policy: Countryside Protection

Policy 28 - Replacement Dwellings and House Extensions in the Countryside

Policy 32 - Strategic Policy: The Quality of New Development

Policy 33 - Development Principles

Neighbourhood Plan:

Colgate has not been designated as a Neighbourhood Plan area

Horsham District Local Plan (2023-40) (Regulation 19):

Policy 19: Development Quality

Policy 20: Development Principles

Policy 45: Replacement Dwellings and House Extensions in the Countryside

Parish Design Statement:**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 Arboricultural Officer: No objection

Parish Comments: Objection

- Very large, obtrusive and out of keeping with the rest of the development
- The triangle shaped windows are not in keeping with the style of the other mock Tudor houses
- There is also a problem of blocking light to the neighbouring property

Representations:

1 representation has been received, objecting to the application for the following reasons: -

- The proposed triangular apex window would be out of keeping with the character of the dwelling and surrounding properties
- The first and second-floor front extension would appear overbearing from No. 2 Beedingwood Drive and result in a reduction in daylight to the neighbouring property

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 a site visit and 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

Policy 28 of the HDPF relates to house extensions and outbuildings in the countryside, stating that extensions should not be disproportionate to the size of the existing dwelling, and should be in keeping with the scale and character of the existing dwelling. The policy also states that the cumulative impact of existing extensions will be taken into account.

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.

The application seeks planning permission for the erection of first floor front extension and installation of 3no. rooflights to front elevation and 3no. dormers to rear elevation. The proposed first floor front extension would change the appearance of the existing dwelling. The proposal would however sit appropriately within the curtilage of the dwelling, with reasonable spacing maintained between the adjacent properties. Given the plot size and variation in the size and design of properties within the locality, it is not therefore considered that the proposal would appear as a dominant addition.

It is noted that concerns have been raised with regard to the overall design of the first floor front extension, and specifically the gable roof projection. Whilst this would form the first of its kind within the street scene, it is not considered that the design and appearance of the host dwelling and adjacent properties is of such significance to require its preservation. The proposed extension, when seen from the front, is considered to be of a design that would be sufficiently sympathetic to the character and appearance of the subject dwelling, appearing as coherent and sympathetic addition.

The 3no. dormers to the rear elevation, whilst relatively large, would be well contained within the existing roof slope. As such they would not appear unduly prominent, intrusive or visually dominant when viewed from neighbouring properties or the surrounding area. Similarly, the proposed rooflights within the front (east) roof slope would be proportionate to the scale and form of the dwelling and would integrate satisfactorily within the existing roofscape. Their number, size and positioning are considered appropriate and would not result in harm to the character or appearance of the host dwelling or the wider street scene. Accordingly, these elements of the proposal are considered acceptable.

The proposals in their entirety would be clearly subservient additions and are considered to be of a design, form and scale which is appropriate 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.

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.

Water Neutrality

There is no clear or compelling evidence to suggest the nature and scale of the proposed development would result in a more intensive occupation of the dwelling necessitating an increased consumption of water that would result in a significant impact on the Arun Valley SAC, SPA and Ramsar sites, either alone or in combination with other plans and projects. The grant of planning permission would not therefore adversely affect the integrity of these sites or otherwise conflict with policy 31 of the HDPF,

NPPF paragraph 193 and the Council's obligations under the Conservation of Habitats and Species Regulations 2017.

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).

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/26/0786

(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
Block plan	Block Plan	NONE	14.05.2026
Location plan	Location Plan	NONE	14.05.2026
Floor plan	Existing Ground Floor	BSB/26231/1	14.05.2026
Floor plan	Existing First Floor	BSB/26231/2	22.05.2026
Floor plan	Proposed First Floor	BSB/26231/3	14.05.2026
Floor plan	Proposed Second Floor	BSB/26231/4	14.05.2026
Elevation plan	Existing & Proposed Front Elevations	BSB/26231/5	14.05.2026

