



Horsham District Council

Householder Application for Planning Permission for works or extension to a dwelling

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

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x)

Northing (y)

Description

Applicant Details

Name/Company

Title

Mr

First name

Mark

Surname

Brown

Company Name

Address

Address line 1

Brookside Cottage Church Lane

Address line 2

Address line 3

Town/City

Plummers Plain

County

West Sussex

Country

Postcode

RH13 6LU

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

Proposed garage with new highway access.

Has the work already been started without consent?

- ☐ 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:

Walls

Existing materials and finishes:

House - facing brickwork

Proposed materials and finishes:

Proposed garage - weatherboarding over facing brickwork plinth.

Type:

Roof

Existing materials and finishes:

House - plain tiles

Proposed materials and finishes:

Garage - plain tiles

Type:

Windows

Existing materials and finishes:

House - upvc double glazing and timber double glazing

Proposed materials and finishes:

Proposed garage timber double glazing

Type:

Doors

Existing materials and finishes:

House N/A

Proposed materials and finishes:

Garage door - roller door side door - timber

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

brick wall on side boundary - keep

Proposed materials and finishes:

Close up existing access with fencing to match existing and plant new hedge.

Type:

Vehicle access and hard standing

Existing materials and finishes:

Gravel

Proposed materials and finishes:

new access entrance - tarmac, gravel between garage and gate

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

☒ Yes

☐ No

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

BROWN/25/01A Existing Location Plan and Site Plan
BROWN/25/02A Proposed Site Plan and Photos
BROWN/25/03A Proposed Garage Floor Plans
BROWN/25/04A Proposed Garage Elevations
BROWN/25/05A Planning Statement
BROWN/25/06 Existing Site Plan - Visibility Splays
BROWN/25/07 Proposed Site Plan - Visibility Splays

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

- ☒ Yes
☐ No

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings.

BROWN/25/01A Existing Location Plan and Site Plan
BROWN/25/02A Proposed Site Plan and Photos
BROWN/25/03A Proposed Garage Floor Plans
BROWN/25/04A Proposed Garage Elevations
BROWN/25/05A Planning Statement
BROWN/25/06 Existing Site Plan - Visibility Splays
BROWN/25/07 Proposed Site Plan - Visibility Splays

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

- ☐ Yes
☒ No

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle 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

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

- ☐ Yes
☒ No

If Yes to any questions, please show details on your plans or drawings and state their reference numbers:

BROWN/25/01A Existing Location Plan and Site Plan
BROWN/25/02A Proposed Site Plan and Photos
BROWN/25/03A Proposed Garage Floor Plans
BROWN/25/04A Proposed Garage Elevations
BROWN/25/05A Planning Statement
BROWN/25/06 Existing Site Plan - Visibility Splays
BROWN/25/07 Proposed Site Plan - Visibility Splays

Parking

Will the proposed works affect existing car parking arrangements?

- ☒ Yes
☐ No

If Yes, please describe:

New garage. New access point from highway. Altered driveway with gate and turning head. No change in parking area.

Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

☒ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

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

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

PE/25/0305

Date (must be pre-application submission)

24/02/2026

Details of the pre-application advice received

Based on the information provided and the nature and scale of the proposed works, and subject to a full assessment through the planning application process, the proposal appears broadly acceptable in principle. The site's curtilage appears capable of comfortably accommodating an outbuilding forward of the principle elevation of the dwelling, and would not appear at odds in this location given the varied building line on the street.

However, it is considered that the proposed height of the garage would need to be reduced to single storey. In its current form, the scale and height appear overly dominant and would visually compete with the main residential dwelling, and thus would not adhere to the provisions of Policy 28(3) as above. A reduction in height is therefore recommended to ensure the outbuilding remains clearly subservient to the host property and respects the established character of the site.

Any potential impact on neighbouring amenity would be fully considered as part of a formal application following public consultation. As this stage, no significant adverse impact on neighbouring amenity is anticipated.

It is noted that the proposal includes the closure of the existing vehicular access and the creation of a new vehicular access onto the adopted highway. Any alteration to access arrangements must ensure that safe and suitable access for all users is maintained, in accordance with Policies 40 and 41 of the Horsham District Planning Framework (HDPF).

As the works involve the adopted highway, the applicant is strongly advised to seek formal pre-application advice from West Sussex County Council (WSCC) as the Local Highway Authority. WSCC will need to assess the suitability of the proposed access in terms of visibility, safety, and any impact on the wider highway network. Further information regarding WSCC's pre-application process is available through their standard guidance and online enquiry system.

It is recommended that a Householder planning application be submitted to regularise the proposed works. Any planning application submitted would be assessed against the requirements of Policies 32 and 33 of the Horsham District Planning Framework (HDPF); details of which can be found on the Council's website, along with the guidance on householder extensions. These policies seek to ensure that the development is of a high standard of design and layout and relates sympathetically with the built surroundings. In addition, Policy 33 of the HDPF seeks to ensure that development avoids unacceptable to amenity for occupants of nearby property and land.

REF:- PRE-27-26, Pre application consultation of WSCC Highways authority - advice given: 215 x 2.4 m visibility splays in both directions ; details about Dropped kerb and parking spaces 2.4 x 4.8 m.

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

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ Yes
- ☒ No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

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

**** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.**

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- ☒ The Applicant
- ☐ The Agent

Title

Mr

First Name

Mark

Surname

Brown

Declaration Date

16/03/2026

☒ Declaration made

Declaration

I/We hereby apply for Householder 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

Sara Rudkin

Date

23/04/2026