Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	**20th November 2025**
Check Neighbours	Y
Check Consultations (including newts) / Press List	Y
Check Description, Plans and Supporting Documents	Y
Print and Display Site Notice (if required)	☐
WEEK TWO (+7)	**27th November 2025**
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	Y
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)	**4th December 2025**
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).	Y
WEEK FOUR (+21)	**11th December 2025**
If no amendments required, contact agent / applicant with update on progress.	☐
Confirm whether delegated or committee decision (re: parish and neighbour representations)	Y
WEEK FIVE (+28)	**18th December 2025**
14-day re-consultation letters to be sent on any amended plans	☐
Prepare draft report	Y
WEEK SIX (+35)	**25th December 2025**
Check 35-day Cllr call-in for Committee	Y
If decision based on original plans, report to be drafted and submitted for sign off	☐
WEEK SEVEN (+42)	**1st January 2026**
If decision based on amended plans, report to be drafted and submitted for sign off	Y
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/25/1907
14 Lower Station Road, Billingshurst, West Sussex, RH14 9SX

DESCRIPTION:

Conversion of garage into an annex.

RELEVANT PLANNING HISTORY:

DC/07/0562 Replacement shed/garage Application Permitted on 25.05.2007

RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):
Policy 31 - Green Infrastructure and Biodiversity
Policy 32 - Strategic Policy: The Quality of New Development
Policy 33 - Development Principles
Policy 40 - Sustainable Transport
Policy 41 - Parking

Billingshurst Neighbourhood Plan (2019-2031):
Policy BILL2: Housing Design and Character

Horsham District Local Plan (2023-40) (Regulation 19):
Policy 17: Green Infrastructure and Biodiversity
Policy 19: Development Quality
Policy 20: Development Principles
Policy 25: Parking
Policy 46: Ancillary Accommodation

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:

None received.

Parish Comments: Neutral

No cause for objection to the plans as submitted but requested a condition for the annex to be useable in the future as a separate dwelling.

Representations:

1 representation letter received which neither objected to nor supported the application:

- Concerns with separating the annexe property and house

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.

Policy Bill 2 of the Billingshurst Parish Neighbourhood Plan states that development proposals should be guided by the Billingshurst Parish Design Statement, and where practicable, should incorporate, among other things, reflect the scale and local vernacular of surrounding buildings, and use materials that are in keeping with those used in existing buildings in the immediate locality.

The existing garage, in its current form, was approved in 2007, under planning reference DC/07/0562. The proposal seeks to convert the existing garage/outbuilding into an annexe, which would be ancillary to the main dwellinghouse. The application form states that the applicant seeks to utilise the accommodation, ancillary to the main dwelling, for use by a family member. The internal configuration of the annexe would include a lounge, bedroom, hallway, kitchen/diner and ensuite.

To the rear there are bifold doors and another set of doors. There is one obscured glazed window on the south elevation, and to the north elevation, there are two windows. On the roofslope there is one Velux rooflight. The proposal would utilise the existing footprint of the building, with most of the changes internal or through creating new or utilising existing openings. The materials are slate tiles to the roof and timber cladding to the external walls and on the front and rear elevations. The materials are considered to be sympathetic and similar to the existing building.

It is considered that the garage building is existing and sits significantly set back from the road, although still visible. The conversion to an annexe would utilise the existing footprint and there are no structural changes proposed. The building retains a sufficient level of subservience to the main dwellinghouse, due to the proximity to the dwelling and the shared access point. The proposal would not extend or alter the existing built-form and would remain set back from the road, so the existing building line of dwellings fronting the street remains.

The proposal would be a subservient addition and is 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.

The subject building is located at a sufficient distance from existing dwellings in the surrounding area, so that no adverse harm to the existing properties would likely occur. There are no changes to the built form of the existing garage and so there are not considered to be any harmful impacts as a result of the conversion. It is noted that no representation letters have been received. It is therefore 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.

Impact on Parking Provision

Policy 41 of the HDPF states that adequate parking and facilities must be provided within developments to meet the needs of anticipated users. Development which involves the loss of existing parking spaces will only be allowed if suitable alternative provision has been secured elsewhere or the need for the development overrides the loss of parking and where necessary measures are in place to mitigate against the impact.

With the loss of the garage on site, it is considered that there would be a potential loss of parking. The site benefits from an existing sizeable driveway, which would be capable of accommodating a number of vehicles. For a dwelling with 4+ bedrooms, it should be demonstrated that there is a minimum of 2.7 parking spaces on site within Billingshurst. The site plan indicates that there are 3 off-street parking spaces available, this would meet the minimum requirements from the WSCC Parking Standards Guidance, and the Billingshurst Neighbourhood Plan.

It is considered that while the loss of internal parking within the garage would result in some loss of parking for the site, sufficient parking can be accommodated within the driveway to the site and due to the location, within Billingshurst's built-up settlement, other forms of transport are available, such as train, bus, cycle or walking. It is considered that the proposed conversion would not result in harmful impact on parking provision for the site.

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 180 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 **Pre-Occupation Condition**: No part of the development hereby permitted shall occupied until the window at ground floor level on the south elevation on Plan reference DE1372/G/05 REVISION P2 has been fitted with obscured glazing. No part of that window that is less than 1.7 metres above the floor of the room in which it is installed shall be capable of being opened. Once installed the obscured glazing and non-openable parts of those windows shall be retained permanently thereafter.

Reason: To protect the privacy of adjacent occupiers in accordance with Policy 33 of the Horsham District Planning Framework (2015).

4 **Regulatory Condition**: The materials to be used in the development hereby permitted shall strictly accord with those indicated on the application form and approved plans.

Reason: To enable the Local Planning Authority to control the development in detail in the interests of visual amenity and in accordance with Policy 33 of the Horsham District Planning Framework (2015).

5 **Regulatory Condition**: The accommodation hereby permitted shall be occupied solely for purposes ancillary to the occupation and enjoyment of 14 Lower Station Road, Billingshurst, West Sussex, RH14 9SX, as a dwelling and shall not be used as a separate unit of accommodation.

Reason: The establishment of an additional independent unit of accommodation would give rise to an over-intensive use of the site and/or lead to an unsatisfactory relationship between independent units of living accommodation contrary to Policies 26 and 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/25/1907
(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 Location & Block Plan	DE1372/G/01 REVISION P1	20.11.2025
Elevation & Floor plan	Existing Garage Floor Plan & Elevations	DE1372/G/02 REVISION P1	20.11.2025
Block plan	Proposed Block Plan	DE1372/G/04/1 REVISION P2	15.01.2026
Elevation plan	Proposed Elevations	DE1372/G/05 REVISION P2	15.01.2026
Floor plan	Proposed Floor Plans & Roof Plan	DE1372/G/04 REVISION P2	15.01.2026

DELEGATED

Case Officer sign/initial Bethan Tinning Date: 15.01.2026

Authorising Officer sign/initial Tamara Dale Date: 15.01.2026