



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	20th July 2026
Check Neighbours	☒
Check Consultations (including newts) / Press List	☒
Check Description, Plans and Supporting Documents	☒
Print and Display Site Notice (if required)	☐
WEEK TWO (+7)	27th July 2026
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	☒
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)	3rd August 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)	10th August 2026
If no amendments required, contact agent / applicant with update on progress.	☒
Confirm whether delegated or committee decision (re: parish and neighbour representations)	☒
WEEK FIVE (+28)	17th August 2026
14-day re-consultation letters to be sent on any amended plans	☐
Prepare draft report	☒
WEEK SIX (+35)	24th August 2026
Check 35-day Cllr call-in for Committee	☐
If decision based on original plans, report to be drafted and submitted for sign off	☒
WEEK SEVEN (+42)	31st August 2026
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/26/1155
18 Oliver Road, Horsham, West Sussex, RH12 1LH

DESCRIPTION:

Erection of a single storey ancillary residential annexe.

RELEVANT PLANNING HISTORY:

No relevant planning history

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 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

Horsham Blueprint Business Neighbourhood Plan 2019-2036

Policy HB1: Location of Development

Policy HB3: Character of Development

Policy HB4: Design of Development

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

Policy 9: Water Neutrality

Policy 17: Green Infrastructure and Biodiversity

Policy 19: Development Quality

Policy 20: Development Principles

Policy 24: Sustainable Transport

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:

HDC Arboricultural Officer: Advice

No trees at the site are subject to statutory protection, either through a Tree Preservation Order (TPO) or by virtue of the site being located within a Conservation Area.

Two trees are located within influencing distance of the proposed structure, namely a Leylandii and a Eucalyptus situated within the boundary hedgerow. The Eucalyptus has previously been managed through crown reduction works to address its size and proximity to the site and appears to have responded well to this management.

Furthermore, outside of the application property and neighbouring residential curtilages, the trees are not highly visible within the public realm. As such, their amenity value and landscape contribution are considered to be relatively localised in nature and limited to the immediate surroundings.

Parish Comments:

Horsham Town Council: No Objection

Representations:

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

- Horsham Society object to the application
- An extension to create ancillary accommodation should be attached to the building
- Expectations regarding quality of design and materials should be the same as any other dwelling

- The proposal falls short of what should be expected

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.

This application seeks permission for the erection of a detached single storey ancillary residential annexe, situated within the rear garden of 18 Oliver Road. The property is a sizeable detached two storey dwellinghouse, located within the built-up area of Horsham. The site is not subject to any heritage constraints.

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 HB3 of the HBBNP, states development is expected to preserve and enhance the Character Area in which it is located. The design of new development should take account of the local context and reflect the character and vernacular of the area, using architectural variety in form and materials, in order to avoid building design that is inappropriate to the Plan area. Innovation in design will be supported, however, where this demonstrably enhances the quality of the built form in a character area. Policy HB4 of the HBBNP states Development is expected to demonstrate a high quality of design, which responds and integrates well with its surroundings, meets the changing needs of residents and minimises the impact on the natural environment.

The proposed annexe would be located to the west of the main dwelling, at a distance of 5metres. The single storey annexe will measure approximately 10.3 metres in length, have a width of 7.4 metres and an overall height of 2.9metres. The building will incorporate a flat roof, with the materials consisting of green composite cladding to the walls, a grey GRP roof, green UPVC doors and windows and suitable black rainwater goods. The submitted Floor Plan confirms the Annexe will provide a bathroom, bedroom and living/kitchenette area, which is to provide accommodation for an elderly family member.

Whilst a sizeable outbuilding, it will occupy a footprint appropriate to the size of the dwelling it serves. The dwelling benefits from a substantial garden/plot, bordered by extensive hedgerows and mature trees, ensuring the annexe will be screened suitably. The objector's comments are noted, however, outbuildings/annexes of this size and constructed using these materials are common and expected within the built-up area and established residential areas, such as this. The annexe will be located within the property's rear garden and as such, will be screened by the host dwelling, ensuring there is no impact on the street scene of Oliver Road.

The annexe will be comfortably accommodated within the property's curtilage, whilst retaining a large rear and front garden, therefore ensuring the site will not be overdevelopment. The proposal would be a clearly 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.

It is considered that the siting and layout of the proposed single storey annexe, to the west of the host dwelling and in an area of the garden which benefits from mature vegetation screening, and the resulting relationship with adjoining properties would be sufficient to prevent any unacceptable harm to neighbouring amenity.

Water Neutrality

A 2021 Position Statement from Natural England identified that it could not be concluded with the required degree of certainty that new development in the Sussex North Water Supply Zone would not have an adverse effect on the integrity of the Arun Valley SAC, SPA and Ramsar sites. As a consequence, and to comply with the legal duties set out in the Conservation of Habitats and Species Regulations 2017 (known as the Habitat Regulations), all new development since has been required to demonstrate water neutrality.

On 31st October 2025 Natural England formally withdrew the 2021 Position Statement, citing a package of measures that they were satisfied would safeguard the Arun Valley sites. Principal amongst these measures is a reduction in the Southern Water abstraction licence 'by March 2026'. However, given the licence change has not yet taken place Horsham District Council, as competent authority under the Habitats Regulations, cannot yet be certain that new development will not result in adverse impacts on the Arun Valley sites.

To ensure development can come forward as water neutral in the meantime, the Council has agreed with Natural England to use the significant water savings made by Southern Water in 2024/25 through their programme of leakage reduction (amongst other measures). This has generated some 3,240,000 litres per day of water savings that can now be attributed to new development without increasing water abstraction in the Arun Valley beyond baseline. These savings were previously to be used to launch the Sussex North Water Certification Scheme (SNWCS), however following the withdrawal statement SNWCS will no longer be launching. Natural England standing advice dated 10 November 2025 raises no objection to using these savings to enable development to come forward. The standing advice clarifies that it functions as Natural England's formal response pursuant to Regulation 63(3) of the Conservation of Habitats and Species Regulations 2017 to all relevant planning applications which seek to achieve water neutrality using the above Southern Water savings.

Officers have undertaken an Appropriate Assessment which demonstrates that the anticipated increase in mains water consumption from this development, alongside all other development granted since the 31st October 2025, will not exceed 3,240,000 litres per day.

Accordingly, Officers consider that the proposed development will not have an Adverse Effect on the Integrity of the Arun Valley Site, either alone or in combination with other plan and projects, thereby complying with Regulations 63 and 70 of the Conservation of Habitats and Species Regulations 2017, HDPF Policy 31, and Policy N6 of the NPPF.

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.

COMMUNITY INFRASTRUCTURE LEVY (CIL)

Horsham District Council has adopted a Community Infrastructure Levy (CIL) Charging Schedule which took effect on 1st October 2017.

It is considered that this development constitutes CIL liable development.

Use Description	Proposed	Existing	Net Gain
District Wide Zone 1	61.3	0	61.3
Total Gain			
Total Demolition			

Please note that the above figures will be reviewed by the CIL Team prior to issuing a CIL Liability Notice and may therefore change.

Exemptions and/or reliefs may be applied for up until the commencement of a chargeable development.

In the event that planning permission is granted, a CIL Liability Notice will be issued thereafter. CIL payments are payable on commencement of development.

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-Commencement Condition:** No development shall commence, including demolition, ground clearance, or the bringing onto the site of any plant, machinery or materials, until details of the proposed screw pile foundation system have been submitted to and approved in writing by the Local Planning Authority.

The development shall thereafter be carried out in accordance with the approved details.

Reason: To safeguard the long-term health and retention of nearby trees and their contribution to local amenity, 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 approved plans and application form.

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 development hereby permitted shall be occupied solely for purposes ancillary to the enjoyment of 18 Oliver Road (as identified on the approved plans), and shall not be used for business or commercial purposes or as a separate dwellinghouse.

Reason: The establishment of a business or an additional independent unit of accommodation would give rise to an over-intensive use of the site and lead to an unsatisfactory relationship between independent units of living accommodation, contrary to Policies 28 and 33 of the Horsham District Planning Framework (2015).

NOTE TO APPLICANT

Biodiversity Net Gain Condition

Paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 states that planning permission is deemed to have been granted subject to the "biodiversity gain condition" which means development granted by this notice must not begin unless:

- (a) a Biodiversity Gain Plan has been submitted to the planning authority, and
- (b) the planning authority has approved the plan.

Under Regulations 4, 5, 7 & 8 of the Biodiversity Gain Requirements (Exemptions) Regulations 2024 the statutory biodiversity gain condition required by Schedule 7A to the Town and Country Planning Act 1990 (as amended) does not apply in relation to planning permission for development which:

- 1. does not impact an onsite priority habitat (a habitat specified in a list published under section 41 of the Natural Environment and Rural Communities Act 2006); and impacts less than 25 square metres of onsite habitat that has biodiversity value greater than zero and less than 5 metres in length of onsite linear habitat (a hedgerow habitat or watercourse habitat identified for the purposes of the biodiversity metric);
- 2. 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;
- 3. is undertaken solely or mainly for the purpose of fulfilling, in whole or in part, the biodiversity gain planning condition which applies in relation to another development (In determining whether a development is undertaken solely or mainly for this purpose, no account is to be taken of any facility for the public to access or to use the site for educational or recreational purposes, if that access or use is permitted without the payment of a fee);
- 4. consists of no more than 9 dwellings, is carried out on a site which has an area no larger than 0.5 hectares, and consists exclusively of dwellings which are self-build or custom housebuilding ("Self-build or custom housebuilding" has the same meaning as in section 1(A1) of the Self-build and Custom Housebuilding Act 2015 (as amended)).

In addition, the Biodiversity Gain Plan Condition does not apply to applications for major development made before 12 February 2024, or non-major development made before 2 April 2024.

Based on the information submitted in the planning application documents, the Planning Authority considers that this permission is exempt from biodiversity net gain, and as such does not require approval of a biodiversity gain plan before development is begun.

Statutory exemptions and transitional arrangements

There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply. These can be found at Paragraph: 003 Reference ID: 74-003-20240214 of the Planning Practice Guidance, which can be found at <https://www.gov.uk/guidance/biodiversity-net-gain>.

Irreplaceable habitat

If the onsite habitat includes irreplaceable habitat (within the meaning of the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) there are additional requirements for the content and approval of Biodiversity Gain Plans.

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/26/1155

(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 plan	Location Plan	OR_EX_01	20.07.2026
Site plan	Site / Block Plan	OR_P_01	20.07.2026
Elevation & Floor plan	Ground Floor & Roof Plans, Elevations & Section Proposed	OR_P_02	20.07.2026
Supporting Statement	Occupancy and Planning Justification Statement	NONE	21.08.2026
Supporting Docs	Application Form	NONE	20.07.2026

DELEGATED

Case Officer sign/initial Sam Nye Date: 11/09/2026

Authorising Officer sign/initial Tamara Dale Date: 14/09/2026