



Horsham District Council

Application for Removal or Variation of a Condition following Grant of Planning Permission or Listed Building Consent

Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation
Areas 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

John

Surname

Sharp

Company Name

Address

Address line 1

New Lodge

Address line 2

Worthing Road

Address line 3

Dial Post

Town/City

Horsham

County

West Sussex

Country

GB

Postcode

RH13 8NH

Are you an agent acting on behalf of the applicant?

- ☐ Yes
- ☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Description of the Proposal

Please provide a description of the approved development as shown on the decision letter

Conversion of existing garage to ancillary accommodation.

Reference number

DC/06/0496

Date of decision (date must be pre-application submission)

05/04/2006

Please state the condition number(s) to which this application relates

Condition number(s)

Condition 3

Has the development already started?

☒ Yes

☐ No

If Yes, please state when the development was started (date must be pre-application submission)

01/08/2006

Has the development been completed?

☒ Yes

☐ No

If Yes, please state when the development was completed (date must be pre-application submission)

01/06/2008

Condition(s) - Variation/Removal

Please state why you wish the condition(s) to be removed or changed

The condition is proposed to be varied to allow the existing ancillary accommodation known as The Bothy to be used both for purposes ancillary to New Lodge and for occasional short-term holiday accommodation.

The accommodation was lawfully created pursuant to planning permission DC/06/0496 and has remained in ancillary use since its completion in 2008. No physical alterations are proposed.

The variation is sought to provide flexibility in the use of the accommodation whilst ensuring that it does not become an independent permanent dwelling.

If you wish the existing condition to be changed, please state how you wish the condition to be varied

Existing Condition 3:

"The accommodation hereby permitted shall be occupied solely for purposes ancillary to the occupation and enjoyment of New Lodge, Worthing Road, Dial Post as a dwelling and shall not be used as a separate unit of accommodation."

Proposed Condition 3:

"The accommodation hereby permitted shall be occupied for purposes ancillary to the occupation and enjoyment of New Lodge, Worthing Road, Dial Post as a dwellinghouse or for short-term holiday accommodation. The accommodation shall not be occupied as a person's sole or principal residence and shall not be used as an independent permanent dwelling."

Reason:

To ensure that the accommodation remains associated with the principal residential use of New Lodge and to safeguard the character of the rural area.

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

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

PE/26/0170

Date (must be pre-application submission)

15/06/2026

Details of the pre-application advice received

Pre-application advice was received from Horsham District Council under reference PE/26/0170.

The advice confirmed that the key consideration is whether the intensity and frequency of any proposed short-term holiday accommodation use would result in a material change of use. The Council advised that occupation for short-term holiday accommodation of approximately 50 nights per annum could likely represent a subordinate use alongside ancillary occupation of the building.

The Council further advised that, whilst a Certificate of Lawful Development Proposed could be used to seek a formal determination, a Section 73 application to vary Condition 3 may provide greater flexibility by permitting both ancillary use and short-term holiday accommodation.

This application has been prepared having regard to that advice and subsequent email correspondence with the case officer.

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?

E.g. All the land is owned by a single individual

☒ 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

John

Surname

Sharp

Declaration Date

18/06/2026

☒ Declaration made

Declaration

I/We hereby apply for Removal/Variation of a condition 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

John Sharp

Date

23/06/2026