Householder Application for Planning Permission for Works or Extension to a Dwelling

Town and Country Planning Act 1990 (as amended)

Horsham District Council

Horsham https://www.horsham.gov.uk/planning

Publication of applications on planning authority website

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".

Address Line 1

Oak Tree Cottage

Address Line 2

Golding Lane

Address Line 3

Mannings Heath

Town/City

Horsham

County

West Sussex

Postcode

RH13 6JX

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

Easting (x)

520632

Northing (y)

128915

Description of site location

-

Applicant Details

Name/Company

Title

-

First Name

Corinne & Barry

Surname

Letton

Company Name

-

Address

Address Line 1

Oak Tree Cottage

Address Line 2

Golding Lane

Address Line 3

Mannings Heath

Town/City

Horsham

County

West Sussex

Country

-

Postcode

RH13 6JX

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

Applicant Contact Details

Primary number

REDACTED

Secondary number

REDACTED

Fax Number

REDACTED

Email address

REDACTED

Agent Details

Name/Company

Title

-

First Name

Soprat

Surname

Samay

Company Name

PS Designs Ltd

Address

Address Line 1

42 King Edward Close

Address Line 2

-

Address Line 3

-

Town/City

Horsham

County

-

Country

United Kingdom

Postcode

RH13 0LX

Contact Details

Primary number

REDACTED

Secondary number

REDACTED

Fax number

REDACTED

Email Address

REDACTED

Description of Proposed Works

Please describe the proposed works

Erection of a timber structure porch

Has the work already been started without consent?

- ◯ Yes
- ⊘ No

Materials

Does the proposed development require any materials to be used externally?

- ⊘ Yes
- ◯ No

Type

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type	Roof
Existing materials and finishes	Tiled
Proposed materials and finishes	To match existing

Type	Post/structure
Existing materials and finishes	-
Proposed materials and finishes	Timber post for porch

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

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

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/extinguishments and/or creation of rights of way?

- ◯ Yes
- ⊘ No

Parking

Will the proposed works affect existing car parking arrangements?

- ◯ Yes
- ⊘ No

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?

- [x] Yes
- [ ] No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

Agent

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- [ ] Yes
- [x] No

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
- [x] 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?

- [x] Yes
- [ ] No

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

- [ ] Yes
- [x] No

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

Title

-

First Name

Corinne & Barry

Surname

Letton

Declaration Date

07/10/2026

Declaration Made

- [x] Yes
- [ ] No

Declaration

I/We hereby submit this Householder Application for Planning Permission for Works or Extension to a Dwelling 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 agree to the outlined declaration

Signed	Date
Soprat Samay	08/10/2026