



**DELEGATED APPLICATIONS - ASSESSMENT SHEET**

| <b>OFFICER CHECKLIST</b>                                                                                                                                                                                                    |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>WEEK ONE (Date Valid)</b>                                                                                                                                                                                                | <b>1st April 2026</b>    |
| Check Neighbours                                                                                                                                                                                                            | x                        |
| Check Consultations (including newts) / Press List                                                                                                                                                                          | x                        |
| Check Description, Plans and Supporting Documents                                                                                                                                                                           | x                        |
| Print and Display Site Notice (if required)                                                                                                                                                                                 | <input type="checkbox"/> |
| <b>WEEK TWO (+7)</b>                                                                                                                                                                                                        | <b>8th April 2026</b>    |
| Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)                                                                                                                                       | x                        |
| Draft HRA / AA if necessary. If the water statement is insufficient discuss with TL / PPO whether to discuss / accept amendments to the strategy.                                                                           | <input type="checkbox"/> |
| Instruct Legal if s106 required (with prior TL / PPO agreement)                                                                                                                                                             | <input type="checkbox"/> |
| <b>WEEK THREE (+14)</b>                                                                                                                                                                                                     | <b>15th April 2026</b>   |
| 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). | <input type="checkbox"/> |
| <b>WEEK FOUR (+21)</b>                                                                                                                                                                                                      | <b>22nd April 2026</b>   |
| If no amendments required, contact agent / applicant with update on progress.                                                                                                                                               | x                        |
| Confirm whether delegated or committee decision (re: parish and neighbour representations)                                                                                                                                  | x                        |
| <b>WEEK FIVE (+28)</b>                                                                                                                                                                                                      | <b>29th April 2026</b>   |
| 14-day re-consultation letters to be sent on any amended plans                                                                                                                                                              | <input type="checkbox"/> |
| Prepare draft report                                                                                                                                                                                                        | <input type="checkbox"/> |
| <b>WEEK SIX (+35)</b>                                                                                                                                                                                                       | <b>6th May 2026</b>      |
| Check 35-day Cllr call-in for Committee                                                                                                                                                                                     | x                        |
| If decision based on original plans, report to be drafted and submitted for sign off                                                                                                                                        | x                        |
| <b>WEEK SEVEN (+42)</b>                                                                                                                                                                                                     | <b>13th May 2026</b>     |
| If decision based on amended plans, report to be drafted and submitted for sign off                                                                                                                                         | <input type="checkbox"/> |
| Reason for EOT                                                                                                                                                                                                              | <input type="checkbox"/> |

**APPLICATION NO./ADDRESS:**

DC/26/0634  
Rylands, Loxwood Road, Rudgwick, Horsham, West Sussex, RH12 3DW

**DESCRIPTION:**

Loft conversion including roof extensions and alterations, with installation of side dormer and roof lights and rear Juliette balcony.

**RELEVANT PLANNING HISTORY:**

|            |                                                                                      |                                     |
|------------|--------------------------------------------------------------------------------------|-------------------------------------|
| DC/15/2862 | Loft conversion to provide 1 no bedroom and shower room Dormer window to new bedroom | Application Permitted on 10.02.2016 |
|------------|--------------------------------------------------------------------------------------|-------------------------------------|

|            |                                                                                                                                                                                                                                        |                                     |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| DC/18/0811 | Erection of a two storey infill side extension including dormer window to the North East elevation. Loft conversion including roof alterations and installation of roof lights and window with Juliette balcony on the rear elevation. | Application Permitted on 13.06.2018 |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|

## RELEVANT PLANNING POLICIES

### **The National Planning Policy Framework (NPPF)**

#### **Horsham District Planning Framework (2015):**

Policy 32 - Strategic Policy: The Quality of New Development

Policy 33 - Development Principles

#### **Rudgwick Neighbourhood Development Plan (2031):**

Policy RNP6 – Materials

Policy RNP7 – Architectural Style

Policy RNP9 – Street Scene

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

Policy 19: Development Quality

Policy 20: Development Principles

### **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](http://www.horsham.gov.uk).

### Consultations:

#### Parish Comments:

No objection

### Representations:

None received

## 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.

## **Background**

Planning permission was previously granted under ref: DC/18/0811 for a similar scheme comprising erection of a two storey infill side extension including a single dormer window to the North East elevation, albeit that the height and verticality of this addition appeared as a two storey addition. The approved development incorporated a lower overall roof ridge than currently proposed, formed through a crown-pitched roof.

The current proposal seeks a similar loft conversion, with an extension to the roof and the provision of a double pitched dormer to the north-east elevation, roof lights to the south-west elevation, and a Juliette balcony to the north-west elevation.

## **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 RNP6 of the Rudgwick Neighbourhood Plan states that development should utilise materials that reflect the common building styles across the Parish. Policy RNP7 continues that new development proposals should be designed with reference to the surrounding architecture, paying particular attention to features of the local vernacular and locally characteristic details.

The application seeks planning permission for loft conversion including roof extensions and alterations, with installation of side dormer and roof lights and rear Juliette balcony.

The side dormer is considered a modest addition and would be well contained within the roof slope and would not appear intrusive or unduly dominant in views from surrounding properties or land. The number and positioning of rooflights on the north-east and south-west elevations would sit appropriately within the roofscape and would reflect a design that is proportionate to the overall form of the dwelling and are therefore considered acceptable.

The proposals in their entirety would be clearly subservient additions and are 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 proposal also includes the installation of a Juliet balcony to the rear of the property. In an established residential area such as this a level of mutual overlooking would be anticipated, and it is considered that the relationship that would result for the Juliet balcony would not be unexpected or unusual. It is considered that the scale and siting of the proposal away from shared boundaries and the separation from neighbouring window openings/properties, would be sufficient to prevent any significant impact on the amenities of adjoining properties.

## **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 193 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 be occupied until the windows to the approved dormer on the north-east elevation as shown on plan reference D 0426/792/77 have been fitted with obscured glazing. No part of those windows that are 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 proposed elevations plan drawing numbered D 0426/792/11 received 01.04.2026.

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).

### **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.

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#### **Plans list for: DC/26/0634**

(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         | #1262          | 01.04.2026    |
| Location & Site plan |                       | D 0426/792/01  | 01.04.2026    |
| Floor plan           | Existing Ground Floor | D 0426/792/03  | 01.04.2026    |
| Floor plan           | Proposed Ground Floor | D 0426/792/04  | 01.04.2026    |

