Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	**4th December 2025**
Check Neighbours	☒
Check Consultations (including newts) / Press List	☒
Check Description, Plans and Supporting Documents	☒
Print and Display Site Notice (if required)	-
WEEK TWO (+7)	**11th December 2025**
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)	**18th 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).	**-**
WEEK FOUR (+21)	**25th December 2025**
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)	**1st January 2026**
14-day re-consultation letters to be sent on any amended plans	☒
Prepare draft report	☒
WEEK SIX (+35)	**8th January 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)	**15th January 2026**
If decision based on amended plans, report to be drafted and submitted for sign off	**-**
Reason for EOT	**-**

APPLICATION NO./ADDRESS:

DC/25/2001
31 Fay Road, Horsham, West Sussex, RH12 2LG

DESCRIPTION:

Demolition of the existing conservatory, erection of a single storey rear extension. Addition to existing first floor rear dormer.

RELEVANT PLANNING HISTORY:

DC/16/2906	Loft conversion with rear dormer (Certificate of Lawful Development Proposed)	Application Permitted on 07.03.2017

DC/16/1928	Proposed loft conversion and extension with erection of rear dormer	Application Refused on 27.10.2016
DC/07/1623	Rear Conservatory	Application Permitted on 10.09.2007

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

Horsham Blueprint Business Neighbourhood Forum is a designated body of the Unparished Area of Horsham Town. The Forum comprises of representatives from Denne Neighbourhood Council, Forest Neighbourhood Council and Trafalgar Neighbourhood Council. The Horsham Blueprint Business Neighbourhood Forum's Neighbourhood Plan area has been designated.

Relevant policies:
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

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:

Neighbourhood Council Comments:

Horsham Denne NC has no objection to this application.

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.

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 Horsham Blueprint Business Neighbourhood Plan states that development is expected to preserve and enhance the Character Area in which it is located. The design of new development should take account of 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.

Policy HB4 continues that development is expected to demonstrate a high quality of design, which responds and integrate well with its surroundings.

31 Fay Road is a detached bungalow style dwelling in the built-up area of Horsham. The dwelling is set back from the main highway and benefits from a long driveway with sufficient parking. The removal of the existing conservatory to the rear elevation will allow for the erection of a single storey rear extension. This would allow for a larger kitchen and dining area. The proposed materials are to match those of the existing dwelling with a pitch style roof.

There is also an extension proposed to the rear dormer. This is to the rear elevation, to the north of the dwelling. There is an existing rear dormer which extends across most of the roof space, this proposed dormer will complete the gap remaining. The proposal is for the creation of a larger bathroom. The proposed materials are to match those of the existing, including a glazed window.

The proposal would be a clearly subservient addition, which given the existing character of the dwelling and the wider street scene, 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 not anticipated that the creation of the window in the proposed dormer would create any new or unexpected views, as there are 3 windows as part of the existing dormer.

It is considered that the siting and layout of the proposed extension and the resulting relationship with neighbouring properties would be sufficient to prevent any unacceptable harm to neighbouring amenity.

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 **Regulatory Condition**: The materials and finishes of all new external walls, windows and roofs of the development hereby permitted shall match in type, colour and texture those of the existing building.

Reason: In the interests of visual amenity and in accordance with Policy 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/25/2001
(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
Elevation & Floor plan	Existing Plans and Elevations	25/127_01	04.12.2025
Floor plan	Proposed 60 Degree Rule Plan Option 1	25/127_05 REVISION C	04.12.2025
Location & Block plan	Proposed Block Plan and OS	25/127-04	04.12.2025
Elevation & Floor plan	Proposed Plans and Elevations	25/127_02 REVISION C	04.12.2025

DELEGATED

Case Officer sign/initial Meg Bayliss Date: 15/01/2026

Authorising Officer sign/initial Tamara Dale Date: 28/01/2026