



DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:

DISC/26/0099
Smithers Farm, Guildford Road, Rudgwick, West Sussex, RH12 3BX

DESCRIPTION:

Approval of details reserved by conditions 3, 4 and 5 to approved application DC/19/1787.

RELEVANT PLANNING HISTORY:

DC/19/1787	Erection of two detached buildings for office and workshop use	Application Permitted on 29.10.2019
EN/25/0384	Alleged: Use of site by a martial arts club without planning permission	Pending Consideration
EN/26/0168	Alleged: Erection of two buildings without planning permission	Pending Consideration

PLANNING ASSESSMENT

Planning Application DC/19/1787 was granted consent on 29/10/2019. This permission was for the following:

Erection of two detached buildings for office and workshop use

Consent is sought to discharge the details reserved by conditions 3, 4 and 5.

Condition 3:

Pre-Occupation Condition: Prior to the first occupation of the development hereby approved, a Delivery, Collection & Service Management Plan which shall include, but not be limited to, details of the types of vehicles, how deliveries and collections will take place, the times of deliveries to/from the site and the frequency of deliveries, shall be submitted to and approved in writing by the Local Planning Authority. All deliveries and collections shall thereafter be carried out in accordance with the approved plan.

Reason: In order to ensure that the safe operation of the development and to protection of the amenities of nearby residents, in accordance with policies 33 and 40 of the Horsham District Planning Framework (2015).

The applicant has submitted a 'Delivery, Collection & Service Management Plan', in support of the above condition. The document sets out the operational framework for deliveries, collections, and servicing associated with the approved development at Smithers Farm.

The Council's Environmental Health Team have been consulted. Their initial comments dated 02/04/2026, confirmed that the document was not authored or signed, not identifying the personal responsible for managing deliveries to the site and did not provide any mechanism for revising the strategy in the event of complaints by residents or requests from WSCC or HDC Officers. Whilst an amended document was revised, concerns remain, and the Team provided further comments on

21/04/2026. These concerns relate to the level of detail provided, with the document not providing calculations for the deliveries, expected number of LGV/Rigid movements on the site, or the number of HGV's entering the site. Given there are 8 units within the approved scheme, this level of detail is required to confirm daily movements. Finally, concerns are raised regarding the details and number of person/s responsible for deliveries on site.

Overall, the submission has not provided the evidence or level of detail required for the condition to be discharged.

Condition 4:

Pre-Occupation Condition: No building hereby permitted shall be occupied or use hereby permitted commenced until the car parking spaces necessary to serve it have been constructed and made available for use in accordance with approved drawing number 19/77/4. The car parking spaces permitted shall thereafter be retained as such for their designated use.

Reason: To provide car-parking space for the use in accordance with Policy 40 of the Horsham District Planning Framework (2015).

Details have been submitted as part of this application seeking to discharge this condition. The wording of this condition is such that it does not require formal discharge and is satisfied by the car parking being implemented in accordance with the approved drawing number 19/77/4 prior to occupation.

Condition 5:

Pre-Occupation Condition: Prior to the first occupation (or use) of any part of the development hereby permitted, details of secure [and covered] cycle parking facilities for the occupants of, and visitors to, the development shall have been submitted to and approved in writing by the Local Planning Authority. No building hereby permitted shall be occupied or use hereby permitted commenced until the approved cycle parking facilities associated with that building or use have been fully implemented and made available for use. The provision for cycle parking shall thereafter be retained for use at all times.

Reason: To ensure that there is adequate provision for the parking of cycles in accordance with Policy 40 of the Horsham District Planning Framework (2015).

The applicant has confirmed that the cycle parking would be made available within each unit, allowing protection from the elements and a secure environment. The cycle parking would be retained thereafter and no objections are raised relating to this arrangement. The requirements of the condition have been satisfied.

Other Matters

Having reviewed the submitted details alongside the approved drawings under application, reference DC/19/1787, and the wider planning history of the site, the Council considers that the development has not been carried out in accordance with the approved plans.

As such, the development cannot be considered to have been lawfully implemented in accordance with planning permission DC/19/1787. The building as constructed therefore does not benefit from planning permission. A retrospective planning application is required to seek consent to retain the building as built.

Furthermore, as the approved scheme under DC/19/1787 was not implemented within the statutory three-year period, the permission has now lapsed and is no longer extant. It therefore cannot be relied upon or implemented.

An informative advising the Applicant of the above would be attached to the decision.

Recommendation: Split Decision

The details relating to Condition 5 are acceptable and **APPROVED**.

The details relating to Condition 3 are unacceptable and **REFUSED**.

NOTE TO APPLICANT

The applicant is advised that, having reviewed the submitted details alongside the approved drawings under application, reference DC/19/1787, and the wider planning history of the site, the Council considers that the development has not been carried out in accordance with the approved plans.

As such, the development cannot be considered to have been lawfully implemented in accordance with planning permission DC/19/1787. The building as constructed therefore does not benefit from planning permission. A retrospective planning application is required to seek consent to retain the building as built.

Furthermore, as the approved scheme under DC/19/1787 was not implemented within the statutory three-year period, the permission has now lapsed and is no longer extant. It therefore cannot be relied upon or implemented.

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: DISC/26/0099

(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
Supporting Statement	Supporting Statement	NONE	23.03.2026

Schedule of plans/documents **not approved**:

Plan Type	Description	Drawing Number	Received Date
Supporting Statement	Delivery, Collection and Service Management Plan	NONE	21.04.2026

DELEGATED

Case Officer sign/initial Sam Nye Date: 15/05/2026

Authorising Officer sign/initial Robert Hermitage Date: 18/05/2026