



Horsham District Council

Householder Application for Planning Permission for works or extension to a dwelling

Town and Country Planning 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

The application site is a property with a detached garage. It is located on a private Lane that is maintained by the residence on the lane and is in the town of Colgate (RH12 4TA). The property is located behind gates and a tree-lined border and so has limited visual access to any passers by. The garage is located to the north-west of the site and measures approximately 6 metres in depth by 6.2 metres width, it has a a ridge height of 4 metres and an eaves height of 2.4 metres. The garage has a car-port and storage room attached to the south-western side of it and is a mixture of brick and softwood timber cladding. The surrounding area consists of a stone driveway. The site is not in a conservation area and is not a listed building. The only noticeable difference to the fron appearance of the garage following conversion will be a woodding in place of a metal garage door and a window.

Applicant Details

Name/Company

Title

Dr

First name

Richard

Surname

Tarvin

Company Name

Address

Address line 1

High Bisham, Springfield Lane

Address line 2

Horsham, West Sussex

Address line 3

Town/City

West Sussex

County

Country

United Kingdom

Postcode

RH12 4TA

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

We would like to convert our garage into a habitable unit for our special needs (adult) son. The garage is currently used for storage only. The attached car-port will remain untouched as will the adjacent room flanking the car-port. The garage also has a loft (currently used as an office) that will be associated with the unit via an internal staircase that already exists. We would like to make minor changes to the external garage by replacing the garage door (metal rolling) with a wooden faceade (in exactly the same style as the remaining structure) and adding an entrance door from the car-port side and two windows, one on the front and one on the north-eastern side of the building. These additions will upgrade the security and the thermal efficiency (i.e. sustainability) of the building. The building is also partly powered sustainably by existing solar panels and battery storage. The internal garage space will accommodate a small bathroom, kitchen/dinner and sitting area with a bedroom in the loft. The garage has electricity, water and heating. It will require a drain to our septic tank (app. 10m away) which represents the only ground-works associated with the conversion.

Summary of proposed works in relation to being a permitted development:

1. The use of the building remains Incidental to the main dwelling;
2. There are no planned enlargements beyond the existing building;
3. External alterations of a similar appearance to the existing dwelling;
4. The property is not subject to restrictions;
5. Off-street parking space remains ample on the property including a remaining car-port.

Has the work already been started without consent?

☐ Yes

☒ No

Materials

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

☒ Yes

☐ No

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

Type: Walls Existing materials and finishes: Metal garage roller door. Proposed materials and finishes: Softwood natural cladding in the same style as the existing structure with the inclusion of a double glazed window.

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

This Design and Access Statement should be read in conjunction with the following plans, drawings, and supporting documents submitted as part of the householder planning application for the conversion of an existing garage to residential accommodation at:

High Bisham, Springfield Lane, Colgate, Horsham, West Sussex, RH12 4TA

A.1 Plans and Drawings

Location and Site Plans

Location Plan

Drawing No: 001-LP-01

Scale: 1:1250

Planning Portal Title:

Location Plan – 001-LP-01

Block / Site Plan

Drawing No: 002-SP-01

Scale: 1:500

Planning Portal Title:

Block Plan – 002-SP-01

Existing Drawings

Existing Floor Plans

Drawing No: 100-EX-FP-01

Scale: 1:50

Planning Portal Title:

Existing Floor Plans – 100-EX-FP-01

Existing Elevations

Drawing No: 101-EX-EL-01

Scale: 1:50

Planning Portal Title:

Existing Elevations – 101-EX-EL-01

Proposed Drawings

Proposed Floor Plans

Drawing No: 200-PR-FP-01

Scale: 1:50

Planning Portal Title:

Proposed Floor Plans – 200-PR-FP-01

Proposed Elevations

Drawing No: 201-PR-EL-01

Scale: 1:50

Planning Portal Title:

Proposed Elevations – 201-PR-EL-01

A.2 Supporting Documents (Planning Portal Upload Titles)

Design and Access Statement

Reference: DAS-01

Date: December 2025

Planning Portal Title:

Design and Access Statement – DAS-01

Householder Planning Statement (if submitted)

Reference: PS-01

Date: December 2025

Planning Portal Title:

Planning Statement – PS-01

Lawful Development Certificate Statement (if applicable)

Reference: LDC-01

Date: December 2025

Planning Portal Title:

LDC Supporting Statement – LDC-01

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, extinguishment and/or creation of public 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?

- ☐ 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

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
☒ 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?

- ☒ 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

Dr

First Name

Richard

Surname

Tarvin

Declaration Date

16/12/2025

☒ Declaration made

Declaration

I/We hereby apply for Householder planning permission 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

Richard Tarvin

Date

18/01/2026