

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL  
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE  
HELD ON THURSDAY 30<sup>TH</sup> MAY 2019 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

**Present:** Committee Members

Cllr M. Cockerill, Cllr J. Davidson, Cllr Mrs R. Ginn\*, Cllr Mrs J. Gough, Cllr R. Knight, Cllr D. Mahon, Cllr R. Millington, Cllr T. Rickett BEM\*, Cllr D. Searle, Cllr R Turner (Chairman), Cllr I. Wassell, Cllr Mrs S. Wilton.

\*denotes absence

**In attendance:** Ross McCartney, Committee Clerk.

**PET/623/19 To elect a Chairman**

**After being nominated by Cllr Mrs S. Wilton and seconded by Cllr R. Knight, Cllr R. Turner was elected Chairman of the Committee.**

**PET/624/19 To elect a Vice Chairman**

**After being nominated by Cllr R. Turner and seconded by Cllr R. Knight, Cllr J. Davidson was elected Vice Chairman of the Committee.**

**PET/625/19 Public Forum**

There were 3 members of public present.

A member of the Wimblehurst Road Residents Association (WRRRA) put forward their concerns for DC/18/2687 - Former Novartis Site, Parsonage Road. The main areas of concern being road safety, increase in traffic, insufficient parking on site, overdevelopment of the area and increase in air pollution. The member of WRRRA displayed a model showing potential issues of West Sussex County Council's (WSCC) proposed 3 lanes of traffic (attached). The WRRRA are looking for a meeting with HDC planning officer and HDC councillors of the planning north committee, before the application is considered to discuss the application and their concerns.

A resident of Langhurstwood Road attended to listen to APP/P3800/W/18/3218965 – Appeal for the Recycling Recovery and Renewable Energy Infrastructure at the former Wealdon Brickworks.

A member of No Incinerator 4 Horsham (Ni4H) gave an overview of what Ni4H are in the process of doing and how they plan to move forward. The member informed the committee of a pre-enquiry meeting on Thursday 6<sup>th</sup> June 2019 starting at 10am, lasting approximately 2 hours. The meeting is open to the public, including the Parish Council, and will include detail on applying for Rule 6 status for use in the hearing. Individuals cannot apply for the Rule 6 status. It was notified that the planning inspector needs the Rule 6 status application by August 2019. Ni4H are not employing a solicitor but are looking to employ a barrister said to cost around £50,000, which includes other associated costs.

**PET/626/19 Apologies for absence**

The Committee received apologies and reasons for absence from Cllr Mrs R. Ginn. Cllr T. Rickett did not attend and did not give apologies.

**PET/627/19 Declarations of Interest**

Cllr J. Davidson declared a personal interest on planning application DC/19/1023 – 103 Crawley Road as the property is nearby his residency.

**PET/628/19 Minutes**

The Minutes of the Committee Meeting held on 25<sup>th</sup> April 2019 were agreed and signed by the Chairman as a true record.

**PET/629/19 Chairman's Announcements**

1. Planning committee appointed members are no longer based on ward membership as agreed at the Annual Parish Council meeting and reflected in Standing Orders.
2. Govia Thameslink Railway Stakeholder Manager has responded to the Parish Council, which has been circulated to the committee, regarding the Saturday early morning train timetable and ticket machines provided at Littlehaven Station that was discussed at the planning committee on the 21<sup>st</sup> March 2019. From 19<sup>th</sup> May 2019 Govia Thameslink Railway will be introducing their Summer timetable. The new timetable is available on their websites and on various journey planners, the new services are to provide increased capacity as well as expanding their weekend services. The concerns of the Parish Council regarding the ticket machines have been forwarded to the Station Manager to be addressed as a matter of urgency. It has been advised, if passengers are unable to purchase a ticket prior to boarding the train, due to the ticket machine being broken, staff will allow passengers to purchase their ticket at their destination station.  
Members noted aggressive begging and antisocial behaviour on Thameslink trains and the reduction of guards on the trains.
3. Horsham District Council is providing Planning Training on 6<sup>th</sup> June 2019 between 10am and 1pm. Further training opportunities will be circulated in due course.
4. At the planning meeting on the 26<sup>th</sup> April 2018 the Parish Council agreed to have a watching brief on the undeveloped piece of land next to 78 Crawley Road as litter had started to build up. Screens have been erected to make a visual barrier which also prevents litter being dumped.
5. Comments on the amended plans for the former Novartis site – DC/18/2687 were made at the Parish Council Meeting on the 16<sup>th</sup> May 2019. The response time for the application was the 15<sup>th</sup> May 2019 however, the Parish Council requested and received an extension for its response until 17<sup>th</sup> May 2019.
6. In January 2019 WSCC sent a letter regarding parking on grass verges

in Farhalls Crescent, this was sent to all houses facing the open green space in Farhalls Crescent. WSCC Cllr A. Baldwin notified the Parish Council that although the letter has helped reduce the number of parked cars the grass verges are still being used for parking. A second letter has been sent out to residents of Farhalls Crescent. (As letter previously circulated)

7. Cllr Mrs J. Gough, Cllr Mrs S. Wilton and Cllr D. Mahon have put themselves forward for the Sussex Association of Local Councils (SALC) Planning Training on 12<sup>th</sup> September 2019 at Lodge Hill near Pulborough.

#### **PET/630/19 Installation of a litter bin or bollard at Fitzalan Road**

WSCC have agreed, with support from WSCC Cllr A. Baldwin, for North Horsham Parish Council (NHPC) to install only 1 litter bin or 1 bollard at Fitzalan Road at its expenses (including ongoing maintenance, which comes under the NHPC's Property budget), on the small piece of land opposite the fish and chip shop. Initial concerns regarding parking were discussed at NHPC's Planning, Environment and Transport Committee meeting held on the 21<sup>st</sup> February 2019.

There are currently 8 litter bins in the area; 4 owned by North Horsham Parish Council, 2 owned by the Co-op and 2 owned by The Star Pub. WSCC have offered installation with their contractor for £400.

#### **Litter bins and installation costs:**

1. Derby E (economical) steel Litter Bin 120 litre – £245.94 inc-VAT. + £41 delivery charge. Installation charge from this supplier £900 (includes delivery charge).

**Key points:** Economic version, build strength.

2. Pierhead Litter Bin 63 litre (152kg) – £670.74 inc-VAT. delivery charge over £41. Installation charge from this supplier £900 (includes delivery charge)

**Key points:** Heavy duty cast iron, can scratch and rust easily.

3. Topsy 2000™ Litter Bin 90 litre (15kg) – £128.71 inc-VAT, free delivery + installation charge (not available with this supplier)

**Key points:** Lightweight, identical to NHPC bins on Fitzalan Road.

**Additional costs to consider regarding litter bins:** Bin bags, insurance, emptying costs (either caretaker litter picking time or Horsham District Council collections), painting maintenance.

#### **Bollards and installation costs:**

1. Manchester Bollard £164.70 inc-VAT (root fixing), supply and install £394.38 inc-VAT

**Key points:** Near identical to bollards currently on Fitzalan Road.

2. Manchester Cast Iron Bollard £148.80 inc-VAT (root fixing) + £70 to £108 delivery + installation.

**Key points:** Heavy duty cast iron, can scratch and rust, near identical to bollards currently in Fitzalan Road.

3. Neopolitan™ 150 Bollard £185.56 ex VAT (below ground extended base) free delivery. + installation (not available with this supplier)

**Key points:** Never needs painting, corrosion free, vandal proof, similar to bollards currently on Fitzalan Road.

**Additional costs to consider regarding bollards:** Insurance, painting maintenance.

**It was RESOLVED to note the costs involved installing a litter bin or a bollard and seek West Sussex County Council support and approval for the installation of bike racks, which is to be agreed by the Planning, Environment and Transport Committee at a later stage.**

**PET/631/19 Land North of 73 Primrose Copse – DC/19/0394 and 33-39 Holbrook School Lane – S106/18/0004 – 3<sup>rd</sup> Horsham Scouts**

Horsham District Council Chairman Cllr P. Burgess, who is also a NHPC Councillor, gave information to the Parish Council regarding the above applications/sites which relate to the same piece of land:

1. There are no legal obligations to the scouts in relation to this land, nor are there any planning restrictions in force.
2. S106/18/004 was withdrawn on legal advice that the obligation to transfer the land under s106 had been complied with and therefore a discharge was not required.
3. An agreement was reached by HDC with 3rd Horsham Scout Troop, for them to relocate from Peary's close where they had a lease until 2024. They agreed to go to Holbrook Community Centre and received compensation of about £13,500.

The two members of 3<sup>rd</sup> Horsham Scouts that came to the Parish Council Planning meeting on 21<sup>st</sup> March 2019, where application DC/19/0394 was also discussed, have been notified of this information.

**It was RESOLVED to:**

1. **Note the information provided by HDC.**
2. **Request information on HDC's future intentions of the land and if it is under public ownership.**

**PET/632/19 Appointments to Parish Council Working Parties**

1. **Community Infrastructure Levy (CIL) Working Party:** At the Parish Councils meeting on the 16<sup>th</sup> May 2019 a CIL Working Party was

created to create synergy between the Finance, Property and Planning committee on allocation of money that has been acquired from CIL. One nominee is required.

**It was RESOLVED to appoint Cllr D. Searle to the CIL Working Party.**

- 2. Community Land Trust (CLT) Working Party:** Existing members are; Cllr Mrs J. Gough, Cllr J. Davidson, Cllr R. Turner and Cllr J. Smithurst.

**It was RESOLVED to agree the existing members of the CLT Working Party.**

- 3. North of Horsham Parish Liaison Working Party:** Parish Councillors, developers, HDC, adjoining Parish Councils, local organisations, Parish Council Tree Wardens and residents – all by invitation only.

**It was RESOLVED to continue with the invite only basis for the North Horsham Parish Liaison Working Party.**

Cllr D. Searle raised concerns that as the Working Party grows the time and capacity to speak meaningfully on specific subjects will decrease and suggested it may be beneficial if sub-working groups are formed focusing on specific subjects. Cllr D. Mahon suggested, as an alternate solution, to control the agenda with time restrictions on individual subjects.

**It was RESOLVED to inquire with the Parish Clerk if setting up sub-working groups to the North Horsham Parish Liaison Working Group would be logistically viable.**

**PET/633/19 Public Speaking**

1. DC/18/2687 – development on former Novartis site, Parsonage Road.

**It was RESOLVED to appoint Cllr R. Turner to speak at the HDC Planning meeting on the 2<sup>nd</sup> July 2019 and for Cllr T. Rickett to be the reserve.**

2. DC/19/0565 – Boxer Retreat Langhurst Wood - Retrospective application for the flexible change of use to dual use for part of Boxer Retreat for either Residential (Use Class C3) or Beauty Spa (Sui Generis).

**It was RESOLVED to make no representations at HDC Planning Committee on the 4<sup>th</sup> June 2019.**

**PET/634/19 Planning Application DC/19/0984 - Land North of Horsham**

Application documents circulated separately.

**It was RESOLVED to have no objection to this planning application and to forward the comment to HDC.**

**PET/635/19 Community Land Trust**

Notes circulated separately.

**It was RESOLVED to:**

- 1. Receive the notes from the informal meeting held between representatives of the Community Land Trust (CLT) Working Party and Angmering CLT.**
- 2. Survey the community to establish if there is an interest for initiating a CLT. The survey is to be advertised in the Horsham Pages, local paper and NHPC Website.**

**PET/636/19 APP/P3800/W/18/3218965 Appeal for the Recycling Recovery and Renewable Energy Infrastructure at the former Wealdon Brickworks.**

Rusper Parish Council would like to join North Horsham Parish Council to explore engaging professional support to attend the appeal hearing in November 2019. The basic cost for the solicitor would be £250 per hour. Whilst the Parish Council has an Earmarked Reserve for £8,250 it is suggested that a ceiling of £5,000 be put on any spend.

**It was RESOLVED to:**

- 1. Appoint Cllr R. Turner, Cllr D. Searle and Cllr M. Cockerill to a working party to meet with Rusper Parish Council and any other Parish Councils from the surrounding area who wish to work with North Horsham Parish Council to further explore the required scope of professional support and the associated cost. The findings to be presented at the next Parish Council Meeting.**
- 2. Agree allocation of a maximum spend of £5,000 on professional support for the appeal, with the expectation of contributions from the parish councils that join.**
- 3. Agree a provisional working party meeting date of Tuesday 18<sup>th</sup> June 2019, starting at 6.00pm.**

**PET/637/19 Consultations**

- 1. Local Requirements for the validation of planning applications:** Horsham District Council's are seeking views on proposed local requirements for validation. This consultation will commence from 17 April 2019 and end on 29 May 2019. The new requirements proposed are to take effect from 1 July 2019. See document attached.

**It was RESOLVED to note the consultation document.**

- 2. Proposed Stopping up of highway at Chennells Brook Lodge, Chennells Brook Farm, Rusper Road:** A draft order for the proposed stopping up can be found attached and will be available for public inspection at the Parish Council office upon request.

**It was RESOLVED to have no objection to the stopping order.**

**PET/638/19 Planning Appeals**

<b>REASONS FOR APPEAL</b>	Refused permission for the development.
<b>APPLICATION REFERENCE</b>	DC/18/2697
<b>WARD</b>	Roffey South
<b>APPLICATION</b>	Erection of a part two storey and part single storey over existing building.
<b>SITE</b>	202 Crawley Road
<b>PC COMMENTS</b>	Objection due to the fact it's not in keeping with the longstanding character and street scene of Crawley Road and the subsequent adverse effect on adjacent areas.
<b>APPEAL DECISION</b>	<b>LODGED</b>

Deadline for representations was the 29<sup>th</sup> May 2019. The appeal was circulated to the committee and there were additional comments sent to the Planning Inspectorate: In addition to the comments submitted on the original application, there are safety concerns for the extension being built on the corner of a busy road which is between two schools and busy crossing points used by parents and children, particularly during the week. Furthermore, parking provision would be reduced in the area as on site parking will be deducted causing extra congestion.

**The additional comments were RATIFIED by the committee.**

#### **PET/639/19 Planning Applications**

Members noted receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 25<sup>th</sup> April 2019 and considered each application in turn.

**It was RESOLVED that the Committee's comments on each planning application be forwarded to HDC (appended as part of the minutes).**

#### **PET/640/19 Planning Decisions**

An ongoing schedule of planning decisions made by HDC had been circulated to members of the Committee.

**It was RESOLVED to note the schedule of planning decisions.**

#### **PET/641/19 Date of next Meeting**

The next meeting is scheduled for Thursday 20<sup>th</sup> June 2019 at 7.30pm.

There being no other business, the Chairman closed the meeting at 9.27 p.m.

.....Chairman

.....Date

**NORTH HORSHAM PARISH COUNCIL**  
**SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION**  
**30<sup>TH</sup> MAY 2019**

<b>DC/18/2748 – amended</b>	<b>Holbrook West</b>
<b>Site Address:</b> Garage Block Adversane Court Blenheim Road <b>Proposal:</b> Demolition of 24 garages, erection of three-storey block of nine 1 and 2 bedroom affordable housing units for rent with associated parking and landscaping	<b>Previous NHPC Comment:</b> No objection. The Parish Council made their decision by way of vote.
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/0707</b>	<b>Holbrook East</b>
<b>Site Address:</b> All Saints Church of England Primary School Tylden Way <b>Proposal:</b> Installation of a 'daily mile' track 165 x 1.2m round the edge of the school playing field	
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/0755</b>	<b>Roffey North</b>
<b>Site Address:</b> 47 Lambs Farm Road <b>Proposal:</b> Creation of a dropped kerb	
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/0804</b>	<b>Holbrook East</b>
<b>Site Address:</b> 53 Bartholomew Way <b>Proposal:</b> Erection of garden summerhouse.	
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/0849</b>	<b>Holbrook East</b>
<b>Site Address:</b> 9 Bailey Close <b>Proposal:</b> Demolition of existing conservatory and erection of a single storey rear extension (Certificate of Lawful Development - Proposed).	
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	



<b>DC/19/0855</b>	<b>Holbrook East</b>
<b>Site Address:</b> 14 Ryders Way	
<b>Proposal:</b> Fell 1 x Oak	
<b>Parish Council Comment</b> If agreed to be felled by HDC's Tree Officer, North Horsham Parish Council would like to see it be replaced with a suitable native species.	
<b>HDC Decision</b>	

<b>DC/19/0862</b>	<b>Roffey North</b>
<b>Site Address:</b> Les Searle Plant Hire and Sales Ltd Parsonage Farm Office Parsonage Way	
<b>Proposal:</b> Demolition of existing office building and erection of a maintenance/fabrication/welding building	
<b>Parish Council Comment</b> No objection provided the Environmental Health's recommendations are adhered to.	
<b>HDC Decision</b>	

<b>DC/19/0863</b>	<b>Roffey South</b>
<b>Site Address:</b> 20 Furzefield Road	
<b>Proposal:</b> Erection of a single storey rear extension.	
<b>Parish Council Comment</b> (previously commented on this application at the previous planning committee meeting)	
<b>HDC Decision</b>	

<b>DC/19/0892</b>	<b>Holbrook East</b>
<b>Site Address:</b> 7 Yarrow Close	
<b>Proposal:</b> Erection of a two storey attached dwellinghouse and associated works.	
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/0932</b>	<b>Rusper and Colgate</b>
<b>Site Address:</b> Owls Castle Farm Wimland Road	(on the border of Horsham Rural)
<b>Proposal:</b> Erection of a two storey detached dwelling.	
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/0936</b>	<b>Holbrook West</b>
<b>Site Address:</b> Land Parcel at 518138 133445 Pondtail Road <b>Proposal:</b> Fell 2 x White Willow and Surgery to 5 x White Willow and 3 x Goat Willow (Land east of Bakehouse Barn Close)	
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/0943</b>	<b>Comptons</b>
<b>Site Address:</b> The Comptons Comptons Lane <b>Proposal:</b> Surgery to 1 x Eucalyptus, 1 x Goat Willow, 1 x Group of Leyland Cypress, 1 x Maple, 1 x Oak, 1 x Weeping Willow	Roffey South (Historic Ward)
<b>Parish Council Comment</b> No objection, subject to the comments of HDC's Tree Officer.	
<b>HDC Decision</b>	

<b>DC/19/0952</b>	<b>Comptons</b>
<b>Site Address:</b> 1 Comptons Court Comptons Lane <b>Proposal:</b> Replacement of window walling, cladding and communal entrance doors	Roffey South (Historic Ward)
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/0982</b>	<b>Holbrook West</b>
<b>Site Address:</b> 107 Heath Way <b>Proposal:</b> Erection of a single storey rear extension	
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/0984</b>	<b>North Horsham Rural</b>
<b>Site Address:</b> Land North of Horsham <b>Proposal:</b> Non material amendments to approved application DC/16/1677 (the North Horsham Development site) for amendments to the wording of conditions 5,7,8,9,11,12,13,14,16,17,18,19,22,28 and 31 and the introduction of a new condition to enable the Principal Access Works to come forward	Holbrook West (Historic Ward)
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/0997</b>	<b>Roffey South</b>
<b>Site Address:</b> 2 Woodland Close	
<b>Proposal:</b> Surgery to 1 x Oak	
<b>Parish Council Comment</b> No objection, subject to the comments of HDC's Tree Officer.	
<b>HDC Decision</b>	

<b>DC/19/1000</b>	<b>Holbrook West</b>
<b>Site Address:</b> 79 Blenheim Road	
<b>Proposal:</b> Erection of a single storey side and front extension	
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/1009</b>	<b>Roffey North</b>
<b>Site Address:</b> 12 Parsonage Road	
<b>Proposal:</b> Erection of a rear conservatory	
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/1013</b>	<b>Holbrook East</b>
<b>Site Address:</b> 29 Cissbury Close	
<b>Proposal:</b> Erection of a single storey rear extension	
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

*Cllr J. Davidson declared a personal interest in this application.*

<b>DC/19/1023</b>	<b>Roffey North</b>
<b>Site Address:</b> 103 Crawley Road	
<b>Proposal:</b> Phased development comprising initial alterations to existing first floor apartment, insertion of internal door to retail unit and use of an existing bedroom and bathroom for incidental B1(a) office purposes to the existing workshop that will ultimately be demolished and replaced with a building containing two self-contained apartments with ancillary parking.	
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/1047</b>	<b>Roffey North</b>
<b>Site Address:</b> 187 Farhalls Crescent <b>Proposal:</b> Fell 1 x Oak	
<b>Parish Council Comment</b> Objection, unless HDC's Tree Officer confirms the tree as being dangerous. If the tree is felled, the Parish Council considered it should be replaced like for like. Please note the plans for this application where not clear and to a reasonable standard.	
<b>HDC Decision</b>	

# Development Management Local Information Requirements for Validation



## Introduction

The Local Validation List clearly identifies the information that we will normally require, given both national and local requirements to be able to register assess and determine a planning application.

The level of information required is dependent on the size and type of application as well as specific site constraints and nature of development.

This document outlines both the National and Local requirements.

## Validation of Applications

Applicants should note that a validated application may be refused based on inadequate information.

The Council will not validate an application if it is incomplete for example if not all information required as listed in the appropriate validation criteria is provided. We will use our discretion to ensure a proportionate approach is made.

Where an applicant considers that the information is not required this should be clearly set out in the application submission.

## Processing the Application

Minor (Regulation 3) developments have an 8-week target for determination from validation and major applications have a 13-week target for determination. If an application is for development falling within the Environmental Impact Regulations the target is 16 weeks.

The opportunity to make significant changes to an application after validation is limited for example revised plans, which require re-consultation may not be accepted as re-consultation may not be able to be carried out, and a decision made inside the 8, 13 or 16 week target.

Fresh drawings or modifications that significantly alter the nature or description of the proposal will not normally be accepted after validation. If such a change is unavoidable, the Council may request the withdrawal and re-submission of an application.

Applicants may be able to make minor changes to the proposals as well as minor changes to plans to address any issues raised by Officers and Consultees should time permit during the process of consideration

In every case the submission of revised details must be accompanied by a written explanation clearly setting out the proposed changes.

Where an application has been validated but needs significant changed to make it acceptable, or where pre-application advice to overcome problems has not been followed, the Council will consider the application as submitted and this may result in a recommendation of refusal.

The applicant does have the opportunity to withdraw the application and submit a new application for a revised scheme before a decision is made.

### [Requirements for all Planning Applications](#)

The Town and Country Planning (Development Management Procedure) (England) Order 2015 ("DMPO") requires, as a minimum, the following information to validate an application as per mandatory national information requirements specified in the DMPO:

- A completed application form submitted either electronically or by post
- The correct fee
- A location and site plan
- The ownership certificate
- Notices of all owners of the application site
- An agricultural land declaration (where necessary)
- A design and access statement (where necessary)

In some cases, an Environmental Impact Assessment (EIA) will be required but this usually relates to large-scale development likely to have significant effect on the environment. Please check with us if you are unsure of this requirement.

### [General Guidance:](#)

- Drawings must be to a recognised metric scale as detailed in the tables below.
- A scale bar must always be included, and the wording "do not scale" must not be used.
- Dimensioned drawings are preferred where extra annotation does not compromise the drawing readability.
- When submitted electronically, the page size must match the size to which the plan is noted as being drawn to.
- When submitted electronically, all documents and plans must be capable of being accessed by the recipient, legible in all material respects to be used for subsequent reference. Where 'legible in all material respects' means that the information contained in the notice or document is available to the recipient to no lesser extent than it would be if sent or given by means of a document in printed form. [Source: The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 1 Article 2 ]
- Where an application is submitted electronically, only **ONE** copy of each document or plan is required, although for major applications (10 or more dwellings; residential sites of 0.5ha or more; and other buildings with a floor space of 1000sqm or on sites of 1ha or more) **TWO** hard copies are required as well as **ONE** electronic copy.
- Where an application is submitted in hard copy, **THREE** hard copies of the application form, plans and supporting documents will be required.
- For a large scale development, you can provide a copy of the documents and plans on a CD/USB device

### [Pre-Application Advice](#)

The Council can provide various levels of pre-application planning advice to help inform the preparation of planning applications.

### [Related Documents \(opens in a new page\)](#)

[The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)  
[National Information Requirements](#)  
[Horsham District Council Planning Framework \(HDPF\)](#)

Requirement	Description	Policy Drivers/Further Information
Affordable Housing Statement	Required for conversion or new build proposal resulting in 10 dwellings or more.	<a href="#">Policy 16 of the Horsham District Planning Framework</a>
Air Quality Assessment	Required for new housing development within or adjoining an Air Quality Management Area, all development which requires an Environmental Impact Assessment or a Transport Assessment (All development likely to result in significant increase in traffic volumes/congestion/speed/composition), all development for new car parking (>300 spaces) or coach/lorry parks), all development having an effect on sensitive areas such as ecological sites or areas previously defined as having poor air quality	<a href="#">Policy 24 of the Horsham District Planning Framework</a>
Arboricultural Statement/Tree Survey	Sites where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees). All development within a Conservation Area likely to affect trees and all development likely to affect trees under a Tree Preservation Order.	<a href="#">Policy 30 and 31 of the Horsham District Planning Framework</a>
Biodiversity Survey and Report	All applications where development is likely to impact upon existing habitats and/or species including protected species, such as (but not limited to) demolition of buildings, development of open land, development involving loss of trees and/or hedgerows, development involving or in close proximity to waterways/ponds	<a href="#">Policy 25 and 31 of the Horsham District Planning Framework</a>
Community Infrastructure Levy – Additional Information Requirement Form	Where relevant and in order to calculate CIL liability the Additional Information Requirement form will to be submitted. See Appendix 1 for further information.	<a href="#">Policy 39 of the Horsham District Planning Framework</a>
Daylight/Sunlight Assessment	Where there is a potential for significant adverse impact upon the current levels of daylight/sunlight enjoyed by adjoining properties or buildings including garden or amenity space resulting from any increase in height of proposed development in regards to adjacent buildings.	<a href="#">Policy 33 of the Horsham District Planning Framework</a>
Retail Impact Statement	Applications involving new retail development in not in Horsham Town Centre or the designated centres of the smaller towns and villages in the District and all town centre use developments over 1,000 sq. m gross floor space regardless of location. Town centre uses are defined as being: retail; leisure facilities; entertainment facilities; more intensive sport and recreation uses; arts, culture and tourism uses; commercial offices and offices of public bodies	<a href="#">Policy 5, 6, 7, and 13 of the Horsham District Planning Framework</a>



Requirement	Description	Policy Drivers/Further Information
Energy Statement	Required for all applications for the erection of one or more dwellings and for all commercial development. This statement should demonstrate and quantify how the development will comply with the Energy Hierarchy as laid out in the Horsham District Planning Framework.	<a href="#">Policy 36, 37 of the Horsham District Planning Framework</a>
Environmental Impact Assessment	Developments and significant infrastructure projects which fall within Schedule 1 and 2 of the Regulations and have been screened as requiring an Environmental Statement	Town and Country Planning (Environmental Impact Assessment) Regulations (2011)
Essential Rural Workers Statement	A statement justifying the need for a new dwelling in a rural location, or the redevelopment of an existing building to provide a new dwelling where the justification is to provide the dwelling for a rural worker.	Policy 20 of the Horsham District Planning Framework
Financial Viability Appraisal / Assessment	<p>Required for Major applications of 10 or more residential dwellings where an applicant is proposing that they cannot provide the full range of S106 requirements, which includes affordable housing, due to financial viability issues.</p> <p>The NPPF and accompanying PPG require that all viability assessments must be published for public scrutiny. To enable authorities and members of the public to evaluate viability appraisals, Financial Viability Appraisal / Assessments must be completed in accordance with the standards set out in the PPG.</p> <p>Applicants should demonstrate that the scheme is deliverable with the proposed level of planning obligations. The Financial Viability Appraisal / Assessment must be accompanied by an agreement that the applicant will pay for the reasonable costs of an independent appraisal of the submitted viability assessment.</p> <p>The PPG provides that in exceptional cases applicants may submit a written request to withhold specific inputs and assumptions on the grounds of commercial confidentiality. Such a submission must include fully evidenced reasoning with respect of each individual piece of information that the applicant wants to be withheld demonstrating that withholding the information for a definitive period of time would better serve the public interest in accordance with the Environmental Information Regulations.</p>	<p><a href="#">National Planning Policy Framework (NPPF)</a> (Paragraph 57)</p> <p><a href="#">Planning Practice Guidance (PPG)</a></p> <p><a href="#">RICS Guide to Planning and Viability</a> (GN 94/2012) – Appendix C details what a viability assessment should comprise. The level and detail of information forming the viability assessment will vary considerably from scheme to scheme.</p>

Requirement	Description	Policy Drivers/Further Information
Flood Risk Assessment	Required for all applications over 1.0 hectare or involving the erection of 10 or more dwellings within Flood Zone 1, and for all development within Flood Zones 2 or 3	<p><a href="#">Policy 38 of the Horsham District Planning Framework Paragraphs 100 &amp; 103</a>; National Planning Policy Framework</p> <p>The Environment Agency's <a href="#">Flood Risk Standing Advice</a> provides information on Flood Zones and the level of information that is required for Flood Risk Assessments.</p> <p>The Environment Agency's <a href="#">Flood Risk Assessments for Planning Applications</a> provides information on when and how an FRA is processed.</p> <p>Lead Local Flood Authority (West Sussex County Council);</p> <p><a href="#">Policy for the Management of Surface Water</a></p> <p>Planning Practice Guidance; <a href="#">Flood Risk and Coastal Change</a>.</p> <p>Applicants submitting applications for domestic extensions and non-domestic extensions in Flood Zone 2 and 3, where the footprint created by the development does not exceed 250sq metres; see <a href="#">Environment Agency: Standing Advice</a>.</p>
Heritage Statement	Required where necessary for all development affecting the setting of a Listed Building, the character of a Conservation Area (other than household extensions), for works to or the demolition of listed buildings and for development that will effect an Historic Park or Garden, a Scheduled Ancient Monument and Archaeological Sites.	<a href="#">Policy 34 of the Horsham District Planning Framework</a>
Heritage Environment Record (HER) Search	<p>A search of the Heritage Environment Record at West Sussex County Council (WSCC), required for all applications falling within the following boundaries</p> <p>Within a RED Archaeological Notification Area:</p> <p>Any development over 0.2ha, residential development involving any below ground activity within a Scheduled Ancient Monument or Historic Church or Churchyard, and development involving 1 or more new replacement residential units,</p>	<a href="#">West Sussex County Council Historic Environment Record</a>

Requirement	Description	Policy Drivers/Further Information
	<p>Within an AMBER Archaeological Notification area: Any development over 0.2ha, 5 or more new residential units, and sites within or adjacent to Scheduled Ancient Monuments</p> <p>OUTSIDE of an Archaeological Notification Area: Any development over 0.5ha in area, and development involving 10 or more new residential units</p>	
Land Contamination Assessment	Where contamination is known or suspected or the development site is in the vicinity of such land, a report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination.	Policy 24 of the Horsham District Planning Framework, Section 15 of the National Planning Policy Framework
Landscape Impact Assessment / Landscape Visual Impact Assessment	Required for all applications for all major development and for all development within an Area of Outstanding Natural Beauty, that outlines the potential impact of the proposal on the landscape, along with proposed measures to mitigate that impact.	Policy 25 and 30 of the Horsham District Planning Framework
Lighting Assessment	Required for all applications where any sort of illumination is to be installed including commercial uses, recreational uses, security lighting and floodlighting. This must detail the proposed means of illumination (internal/external, static/intermittent) and level of the proposed illumination.	Policy 14 and 27 of the Horsham District Planning Framework
Marketing Information	Where the proposed development would result in the loss of employment, retail and community units/uses contrary to Policies 9, 13 and 43 of the HDPF. Evidence of marketing, including details of any feedback, for at least one year is recommended. (Note that this may form part of a viability assessment or Planning Statement submitted with an application.)	Policy 5, 9, 12, and 13 of the Horsham District Planning Framework,
Minerals Resource Assessment	Required for all Major developments (Residential 10units/0.5ha or more; Non-Residential 1,000sqm/1ha or more), at Outline or Full Planning stage only, where the site falls within the defined Minerals Consultation Zones, and outside defined settlement boundaries.	Policy M9 of the West Sussex County Council Joint Minerals Local Plan (2018)
Noise Assessment	For developments, which are likely to be noise generators, or are likely to be sensitive to noise from nearby sites and uses including main 'A' road and rail traffic	Policy 24 of the Horsham District Planning Framework
Open Space Assessment	Required for applications within or affecting open spaces, including the loss of open space, playing fields, bowling green's etc. Plans should show any areas of existing or proposed open space within or adjoining the application site and demonstrate through an independent assessment that the land or buildings are surplus to local requirements.	Policy 32 of the Horsham District Planning Framework, Section 8 of the National Planning Policy Framework

Requirement	Description	Policy Drivers/Further Information
Planning Statement	Required for all major development and for all minor development excluding householder applications. This statement should address the proposal in the light of local and national legislation and should explain how it will fit in with the relevant policies	Enables the applicant to demonstrate that the development complies with national, regional and local policy
Statement of Community Involvement	A statement which details how the applicant has complied with the requirements for pre-consultation with the local community and wider consultees. Required for all new proposals for major development (10 dwellings or more and/or 1000sq.m or more of floor space)	This is a requirement of the adopted <a href="#">Horsham Statement of Community Involvement (SCI)</a> , the Localism Act 2011 and the NPPF.
Structural Statement and Survey	Necessary for proposals where the structural integrity of a building is a key consideration, particularly barn conversions.	<a href="#">Policy 33 of the Horsham District Planning Framework</a>
Surface Water Drainage Statement	<p>Required for development proposals for all buildings / hard surfacing / extensions.</p> <p>NPPF priorities for sustainable drainage to apply to all development to include Major and Minor development</p> <p>Minor developments should provide sufficient detail based on the scale and nature of the development</p>	<p><a href="#">Policies 24, 35 &amp; 38 of the Horsham District Planning Framework</a></p> <p><a href="#">Building Regulations; Document H</a></p> <p><a href="#">The SuDs Manual Published by CIRIA C753</a></p> <p><a href="#">BRE Digest 365; Soakaway Design</a></p> <p><a href="#">DEFRA; Sustainable Drainage Systems</a></p> <p><a href="#">Non Statutory Technical Standards</a></p>
Telecommunication Development – Supplementary Information	Required for mast and antennae development by mobile phone network operators. Should include a range of supplementary information including the area of search, alternative sites considered, details of any consultation undertaken, details of the proposed structure and technical justification including other sites considered and reasons for their rejection by the operator and information about the proposed development.	<a href="#">Policy 7 of the Horsham District Planning Framework,</a>
Transport Assessment	Required for all applications where the proposed development has significant transport implications. This should outline the expected traffic impact and give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts.	<p><a href="#">Section 9 of the National Planning Policy Framework</a></p> <p><a href="#">Policy 40 of the Horsham District Planning Framework</a></p>
Travel Plan	Required for all commercial and residential developments that require a Transport Assessment. There must be a strong logical interrelationship between the travel plan measures and targets and the analysis in the Transport Assessment.	<a href="#">Policy 40 of the Horsham District Planning Framework</a>

Requirement	Description	Policy Drivers/Further Information
Utilities/Services Strategy/Assessment	Required for Major applications proposing developments in excess of 100 dwellings or 10,000sq metres of new floor space. Should include details of the position and alignment of existing and proposed utility services, including gas, electricity, telecommunications, water supply, foul/surface water drainage.	<a href="#">Policy 37 of the Horsham District Planning Framework</a>
Ventilation Extraction Statement	For all applications relating to the sale or preparation of cooked food, launderettes and other uses where air conditioning or extraction equipment is required	<a href="#">Policy 33, 35 and 37 of the Horsham District Planning Framework</a>

### National Requirements

Specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015

Requirement	Description	Policy Drivers/Further Information
Fee	As specified in the National Fee Regulations. This can also be calculated via the Planning Portal's Fee Calculator	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012
Application form	The correct planning application form must be completed. The forms can be filled out via the Planning Portal application submission procedure, or can be downloaded, printed, and submitted in hard copy.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3 Article 7
Certificate of Ownership	If the land of the site area in the ownership of the applicant, Certificate A must be signed. If any other the land is under the ownership of someone other than the applicant, or is in shared ownership then Certificate B must be signed. Certificate C must be signed if you do not know the names of all of the owners and Certificate D must be signed if you do not know the names of any of the owners. Application forms printed after June 2013 must include a joint Ownership Certificate and Agricultural Holdings Declaration – use the Planning Portal website to obtain a paper copy of the form or to submit your application electronically.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3 Article 11
Design and Access Statement	Required for all major developments and all development within a Conservation Area consisting of the provision of one or more dwelling houses and/or the provision of a building or buildings where the floor space created by the development is 100 square metres or more. This is a statement regarding the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. It should include details relating to amount, layout, scale, appearance, landscaping and use. Statements must be proportionate to the complexity of the application, but	The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 2, Article 9

Requirement	Description	Policy Drivers/Further Information
	need not be long. For more guidance, please refer to the Design and Access Statement guidance notes, which are available on our website	
Location plan	Drawn at a metric scale of 1:1250 or 1:2500, site area outlined in red, including all land necessary to carry out the development, including access to the public highway, parking, hard standing etc. All other land owned should be outlined in blue. The direction of North should also be clearly marked on this plan.	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3 Article 7</p> <p>Policy 33 of the Horsham District Planning Framework,</p>
Block plan	Drawn at a metric scale of 1:200 or 1:500 highlighting the proposed development in relation to the direction North as well as existing buildings, boundaries, adjacent properties, trees and direction north indicated and show any Public Rights of Way footpaths/cycle paths/highways. Where proposed works are likely to have an impact on trees, this should be at a scale of 1:200. Red and blue outlines are not required, but where included they must match those on the location plan.	
Elevations (Existing and Proposed)	Required when the proposal would involve building operations or cause some change to the elevations of an existing building. To be drawn at a scale of 1:50 or 1:100. In the cases of minor changes, such as materials etc, the existing and proposed plans must highlight the materials currently present and the proposed.	
Floor plans (Existing and Proposed)	Required when the application would involve building operations or some change to the floor layout, or to indicate the locations of new windows/doors relative to the existing property. For change of use applications the proposed use for each part of the building should be shown. To be drawn at a metric scale of 1:50 or 1:100.	
Section plans (Existing and Proposed)	Required when the application would cause changes to floor levels in an existing building, or when a new building is to be built on sloping ground. Also required with any infill of land or laying of materials for a drive etc. To be drawn at a metric scale of 1:50 or 1:100	
Roof plans (Existing and Proposed)	Required for all loft conversions, or applications including the erection of a dormer window. Can also be required for an application where the roof is not simply laid out. To be drawn at a metric scale of 1:50 or 1:100	
Advert Details Plans	Required for all advertisement consent applications. To be drawn at a metric scale of 1:50 or 1:100 and must show: Size, siting, materials, colours, height above ground, extent of projection and details of method. A section through plan is also often required at a scale of 1:10 or 1:20	

## Appendix 1 - Community Infrastructure Levy

### What are the relevant application types?

There will be a significant number of applications where an Additional Information Requirement form should be submitted, but where there will be no liability for CIL, **if this is the case it is still necessary to complete a form so that a declaration of this is made and on record.**

This will be the case for almost all changes of use without any additional floor space, for example. It is, however still necessary to complete the form so that a declaration of this is made and on record. The Community Infrastructure Levy Additional Information Form will be required for all applications for development of floor space (including residential extensions, for the creation of a new dwellings (of any size), or for the conversion of a new building no longer in use.)

### Which types of new development need to pay CIL?

The charge is levied on new building developments that create net additional floor space, where the gross internal area of the new build will be more than 100 sq.m. The charge is also levied on those developments creating one or more new dwellings, even where the gross internal floor space of the new build is less than 100 sq.m.

Exemptions do apply as set out in the Community Infrastructure Levy Charging Schedule Further Information

If you require any further information, you can visit our [online pages](#) or email us [cil@horsham.gov.uk](mailto:cil@horsham.gov.uk)