



Applications & Appeals Services
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Head of Development Management
Horsham District Council
Albery House
Springfield Road
Horsham
RH12 2GB

NJA ref: NJA/24/199

26 November 2025

CLASS Q PROIR APPROVAL APPLICATION

Dear Sir / Madam,

Applicant: Mr & Mrs Sherlock
Proposal: Class Q: Prior Notification for the conversion of an agricultural barn into a dwellinghouse (Class C3)
Site: Duckmoor Barn, Wooddale Lane, Billingshurst, West Sussex, RH14 9DZ

On behalf of the Applicant, please find enclosed a completed electronic prior approval application for the above proposal. The application comprises the following documents together with the planning application fee which has been paid separately:

- Application Form
- CIL Form
- Site Location Plan - Scale 1:1250 at A3 (*combined with Site Block Plan*)
- Site Block Plan – Scale 1:500 at A3 (*combined with Site Location Plan*)
- Existing Plans – Scale 1:100 at A3
- Proposed Plans - Scale 1:100 at A3
- Structural Report – Prepared by Finite Design Ltd (November 2025)
 - Structural Report Key
- Duckmoor Barn, Billingshurst – Class Q Planning Statement (November 2025)
 - Appendix NJA01 – Clayfield Farm
 - Appendix NJA02 – Maple Farm
 - Appendix NJA03 – Harborough Road
 - Appendix NJA04 – Trenchmore Farm

- Appendix NJA05 – Wilkins Wood Farm
- Appendix NJA06 – Brookmore Farm
- Appendix NJA07 – Bulls Farm
- Appendix NJA08 – Canfields Farm

I trust the enclosed documents are in order. I look forward to receiving confirmation that the application has been validated. In the meantime however, please do not hesitate to contact me should you require any further information.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'NJA', is positioned above the printed name and title.

Nikolas J. Antoniou
BSc HONS DIPTP MRTPI
Chartered Town Planner
For and on behalf of NJA Town Planning Limited