



**Horsham
District
Council**

Mr Alex Page
Archevolve
3 The Square
Storrington
RH20 4DJ

Our ref: DC/26/0922
Your ref: 31 West Street - House
Email: planning@horsham.gov.uk
Direct Line: 01403 215429
If Calling Please ask for: Bethan Tinning
Date: 31st July 2026

Dear Sir/Madam,

**Town and Country Planning Act 1990 (as amended)
Town and Country Planning (General Permitted Development) (England) Order 2015
Application for Prior Approval under Schedule 2, Part 3, Class MA**

Prior Notification for Change of Use of Commercial Building to a single dwellinghouse

31 West Street Storrington West Sussex RH20 4DZ

Further to the above prior notification which was received on 9 June 2026, I am writing to confirm that **prior approval is required and granted**. The proposal can now proceed in accordance with the submitted details.

Additional information for applicant

If, during development, contamination not previously identified is found to be present at the site then no further development shall be carried out until an appropriate remediation strategy has been agreed with the Council's Environmental Health Team.

The Applicant is advised that if asbestos is found during the development, all confirmed or suspected asbestos containing materials should be removed by a licensed asbestos removal contractor and should be disposed of appropriately.

Community Infrastructure Levy (CIL)

Horsham District Council has adopted a Community Infrastructure Levy (CIL) Charging Schedule which took effect on 1st October 2017. **This development constitutes CIL liable development.**

If you have not received a Liability Notice from the Council within 1 month of the decision date please contact the CIL Team at cil@horsham.gov.uk

CIL is a mandatory financial charge on development. To avoid additional financial penalties, the requirements of CIL must be managed before development is commenced (including in the event of any successful appeal).

Payment must be made in accordance with the requirements of the CIL Demand Notice issued.

Schedule of plans/documents

The following plans and document were considered when making the above decision:

Plan Type	Description	Drawing Number	Received Date
Floor plan	Floor Plans 1 of 2	ARC/ 153/ 25/ 01	09.06.2026
Plans	Floor Plans 2 of 2	ARC/ 153/ 25/ 02	09.06.2026
Elevation plan	Elevations	ARC/ 153/ 25/ 03	09.06.2026
Section plan	Sections	ARC/ 153/ 25/ 04	09.06.2026
Location & Site plan	Site and Location Plan	ARC/ 153/ 25/ 05	09.06.2026
Floor plan	Proposed Floor Plans 1 of 2	ARC/ 153/ 25/ 06 Rev A	13.07.2026
Plans	Proposed Floor Plans 2 of 2	ARC/ 153/ 25/ 07	09.06.2026
Elevation plan	Proposed Elevations	ARC/ 153/ 25/ 08	09.06.2026
Section plan	Proposed Sections	ARC/ 153/ 25/ 09	09.06.2026
Location & Site plan	Proposed Site & Location Plan	ARC/ 153/ 25/ 10	09.06.2026

Appeals to the Secretary of State

If you are aggrieved by the decision to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under Section 78 of the Town and Country Planning Act 1990.

You must appeal within 12 weeks of the date of this decision notice for a 'minor commercial' (shop front) application, and within 6 months for most other types of planning applications. There are different timescale – usually 28 days – if an enforcement notice is/has been served for the same (or very similar) land and development. Please note, only the applicant possesses the right of appeal.

Appeals can be made online at: <https://www.gov.uk/planning-inspectorate>. If you are unable to access the online appeal form, please contact the Planning Inspectorate to obtain a paper copy of the appeal form on tel: 0303 444 5000.

The Secretary of State can allow a longer period for giving notice of an appeal but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State need not consider an appeal if it seems to the Secretary of State that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.

If you intend to submit an appeal that you would like examined by inquiry then you must notify the Local Planning Authority and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least 10 days before submitting the appeal. Further details are at <https://www.gov.uk/government/collections/casework-dealt-with-by-inquiries>

New postal addresses

If this permission relates to new dwellings, commercial premises or other buildings which will require a new postal address you should contact the Council's Street Naming & Numbering Department as soon as possible or before work commences on site. Further details are available on the Street Naming page on the Council's website or alternatively e-mail streetnaming@horsham.gov.uk or telephone 01403 215139.

Waste bins

It is the responsibility of the developer to provide bins for the development. If you are a developer and need to purchase bins, please email hop.oast.admin@horsham.gov.uk.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Emma Parkes', with a stylized, cursive script.

Emma Parkes
Head of Development and Building Control