Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:
DC/26/1365
Richmond House, 13 Carfax, Horsham, West Sussex, RH12 1AQ

DESCRIPTION:
Replacement of ground floor front window with entrance door and advertisement consent (Full Application).

DESCRIPTION OF THE SITE
The application site comprises a prominent early 19th-century detached building arranged over three storeys and occupying a corner position. The property is finished in painted stucco and is covered by a hipped slate roof with projecting eaves and a decorative cornice. The principal south and west elevations each contain two vertically proportioned sash windows at upper floor levels, with original glazing bars retained. Architectural detailing includes pilasters to the principal elevations and string courses separating each storey. The ground floor of the south elevation has been altered with a modern shopfront.

The west elevation, fronting London Road, features a projecting entrance porch supported by two Doric columns and two pilasters beneath a moulded hood cornice and round-headed archway. The principal entrance comprises a round-headed doorway with a semi-circular fanlight and double timber doors incorporating moulded panels and later glazing.

DESCRIPTION OF THE APPLICATION
The application seeks permission for alterations to the ground floor frontage of the building. The proposed works comprise the replacement of an existing ground floor window with a new entrance door. In addition, the proposal includes the installation of three advertisements associated with the commercial use of the premises, comprising two fascia signs affixed to the building and one projecting hanging sign.

RELEVANT PLANNING POLICIES
The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):
Policy 14 - Shop Fronts and Advertisements
Policy 32 - Strategic Policy: The Quality of New Development
Policy 33 - Development Principles
Policy 34 - Cultural and Heritage Assets

Horsham Blueprint Business Neighbourhood Plan 2019-2036:
Policy HB3: Character of Development
Policy HB4: Design of Development

Horsham District Local Plan (2023-40) (Regulation 19):
Strategic Policy 19: Development Quality
Strategic Policy 20: Development Principles
Policy 21: Heritage Assets and Managing Change within the Historic Environment

Policy 22: Shop Fronts and Advertisements

REPRESENTATIONS AND CONSULTATIONS RESPONSES
Where consultation responses have been summarised, it should be noted that Officers have had consideration of the full comments received, which are available to view on the public file at www.horsham.gov.uk

Consultations:
HDC Conservation: No Objection

PUBLIC CONSULTATIONS:
Representations:
None received

Town Council Comments:
Horsham Town Council: No Objection with a request that any Listed Building conditions are observed.

Member Comments:
None received

HUMAN RIGHTS AND EQUALITY:

The application has been considered having regard to Article 1 of the First Protocol of the Human Rights Act 1998, which sets out a person's rights to the peaceful enjoyment of property and Article 8 of the same Act, which sets out their rights in respect to private and family life and for the home. Officers consider that the proposal would not be contrary to the provisions of the above Articles.

The application has also been considered in accordance with Horsham District Council's public sector equality duty, which seeks to prevent unlawful discrimination, to promote equality of opportunity and to foster good relations between people in a diverse community, in accordance with Section 149 of the Equality Act 2010. In this case, the proposal is not anticipated to have any potential impact from an equality perspective.

PLANNING ASSESSMENT

Policy 14(1) of the Horsham District Planning Framework states that applications for new, replacement and temporary shop fronts, including fascias, will be supported where the proposal respects the architectural style, character and form of the buildings or location of which they form a part, including appropriate use of materials, colours and illuminations.

Policy HB3, Character of Development, of the Horsham Blueprint Business Neighbourhood Plan states that, “Development is expected to preserve and enhance the Character Area in which it is located. The design of new development should take account of the local context and reflect the character and vernacular of the area, using architectural variety in form and materials, in order to avoid building design that is inappropriate to the Plan area. Innovation in design will be supported, however, where this demonstrably enhances the quality of the built form in a character area”.

Policy HB4, Design of Development, of the Horsham Blueprint Business Neighbourhood Plan states that – “Development is expected to demonstrate a high quality of design, which responds and integrates well with its surroundings”

Design and Appearance:

The application seeks planning permission for the replacement of ground floor front window with entrance door and display of advertisements. The proposed works for the replacement of the ground

floor window with entrance is considered to be in keeping with the exiting building and is not considered to affect the character or appearance or the setting of the Listed Building. It is considered that the works would not have an adverse impact on the character of the building or the visual amenities of the street scene or the Horsham Conservation Area.

The site is located in a mixed use location where the presence of signage would not be inappropriate. The proposed signage would sit in proportion with the existing building, and is considered to be of a number, size, and appearance that would reflect the character and distinctiveness of the town centre location and the Horsham Conservation Area. The signage is considered to relate sympathetically to the character of the streetscene and is therefore considered to respect the locality. It is considered that its proportions are appropriate to the building and there would be no adverse impact on surrounding heritage assets, the character and appearance of which would be preserved.

A number of properties in the surrounding area have hanging signs, some with lighting. It is considered that this proposed sign will fit in with the character of the surrounding area and will not have a detrimental impact in regard to design and appearance. The sign will be made with appropriate materials, and relates well to the host building.

It is considered that the signage, taking into account their appropriate colouring and size for this location, as well as taking into account the varying nature of the signage and building colours in the vicinity, are acceptable in terms of design and visual impact and would not have a detrimental impact upon highway safety, in accordance with the relevant policies of the HDPF.

Conclusion:

Overall, the replacement of the ground floor front window with an entrance door and the display of the proposed advertisements would preserve the special architectural and historic interest of the Listed Building, preserve the character and appearance of the Horsham Conservation Area, and would not harm visual amenity or public safety. The proposal is therefore considered acceptable and complies with the relevant policies of the Horsham District Planning Framework and the statutory duties of the Planning (Listed Buildings and Conservation Areas) Act 1990.

Recommendation: Application Permitted

Conditions:

2 **Standard Time Condition**: The development hereby permitted shall begin before the expiration of three years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990.

3 **Advert Condition**: No advertisement is to be displayed without the permission of the owner of the site or any other person with an interest in the site entitled to grant permission.

No advertisement shall be sited or displayed so as to:

a) endanger persons using any highway, railway, waterway, dock, harbour or aerodrome (civil or military);
b) obscure, or hinder, the ready interpretation of, any traffic sign, railway signal or aid to navigation by water or air; or
c) hinder the operation of any device used for purpose of security or surveillance or for measuring the speed of any vehicle.

Any advertisement displayed, and any site used for the display of advertisements, shall be maintained in a condition that does not impair the visual amenity of the site.

Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a condition that does not endanger the public.

Where an advertisement is required under these Regulations to be removed, the site shall be left in a condition that does not endanger the public or impair visual amenity.

Reason: In the interests of the visual amenities of the locality.

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: DC/26/1365

Schedule of plans/documents **approved**:

Plan Type	**Description**	**Drawing Number**	**Received Date**
Location plan	Existing and proposed floor plans and elevations	KC01AEX/PRO REV D	25.08.2026
Elevation plan	Proposed door	None	30.10.2026
Details plan	External flat cut text Option 1	None	20.10.2026
Details plan	External hanging sign	None	20.10.2026
Details plan	Wall plaque	None	20.10.2026
Design & Access Statement	Design, Access & Heritage statement	None	09.09.2026

DELEGATED

Case Officer sign/initial Marie Riggs Date: 03.11.2026

Authorising Officer sign/initial RHERMITAGE Date: 04/11/2026