DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:
DC/26/1366
Richmond House, 13 Carfax, Horsham, West Sussex, RH12 1AQ

DESCRIPTION:
Replacement of ground floor front window with entrance door and display of advertisements (Listed Building Consent).

RELEVANT PLANNING POLICIES
The National Planning Policy Framework (NPPF):

Horsham District Planning Framework (2015):
Policy 34- Cultural and Heritage Assets

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

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 Design and Conservation: No objection

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

Representations:
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

Section HE5 of the NPPF (2026) states that 'When considering the potential effect of a development proposal on the significance of a designated heritage asset, substantial weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential effect amounts to a positive effect, harm, substantial harm, or total loss of its significance' (1). 'Development proposals which would have a positive effect on a designated heritage asset should be supported' (2) and 'Any harm to a designated heritage asset will be a matter of considerable importance and weight', which should be considered in accordance with paragraphs 4 to 6 of policy HE5 (3).

Policy 14 of the Horsham District Planning Framework (HDPF) states that advertisements should be sensitively designed, of an appropriate size and appropriately located. Advertisements should not be detrimental to the visual amenity of the buildings or area by reason of its scale, detail, character, design or illumination; impact on pedestrian or highway safety; or result in, or compound, the perception of clutter on the street scene. In addition, as stated within paragraph 132 of the NPPF, "the quality and character of places can suffer when advertisements are poorly sites and designed…Advertisements should be subject to control only in the interests of amenity and public safety, taking account of cumulative impacts".

Policy 34 of the HDPF seeks to conserve and sustain the heritage assets that are within the district. It ensures that development within conservation areas is consistent with the special character of buildings and areas of which they are located within.

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".

Richmond House,13 Carfax is a Grade II Listed Building listed on the 26.07.1974, with the list description stating:-

Probably early C19. 3 storeys. 2 windows on both south & west sides. Stuccoed. Hipped slate roof with projecting eaves & cornice. 3 pilasters to each front & stringcourses between the storeys. All sash windows, glazing bars intact. Modern front on ground floor to south. To west on London Road, projecting porch supported by 2 Doric columns & 2 pilasters. Moulded hood cornice & round-headed archway. Round-headed doorway inside with semi-cilcular fanlight. Double doors with 2 moulded panels each, the upper 2 removed for glazing. Contemporary 2 storey 3 window extension to north. Stuccoed. Hipped slate roof Parapet & moulded cornice. Plain pilasters between windows carried up into the parapet. Stringcourse. Mostly sash windows, glazing bars intact. No 2 forms a group with No 14 Carfax.

The application seeks Listed Building consent for the replacement of ground floor front window with entrance door and display of advertisements (Listed Building Consent). 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.

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:

1 **Standard Time Condition**: The works hereby permitted shall begin before the expiration of three years from the date of this consent.

Reason: To comply with Sections 18 (as amended) and 74 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

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/26/1366

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 details	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