

From: validation
Sent: 13 May 2026 15:23
To: [REDACTED]
Subject: FW: *DC/26/0775*FW: 260430 - 1485 - RE - Class R Prior Notification (Under 150m²)
ADVICE PLEASE!

validation

Telephone:
Email: validation@horsham.gov.uk



**Horsham
District
Council**



Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB
Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

From: Melanie Bingham-Wallis [REDACTED]
Sent: 30 April 2026 16:22
To: Planning <planning@horsham.gov.uk>
Subject: 260430 - 1485 - RE - Class R Prior Notification (Under 150m²) — Clemsfold Farm, Guildford Road, Clemsfold, Horsham, RH12 3PW

Dear Sir or Madam,

We write on behalf of our client, Mr N Smith, in connection with the above site. Please find enclosed a prior notification pursuant to paragraph R.3(1)(a) of Class R of Schedule 2, Part 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), for the change of use of 140 square metres of the agricultural building at Clemsfold Farm to a flexible commercial use falling within Class B8 (storage and distribution).

The notified floor area does not exceed 150 square metres and prior approval is accordingly not required. The notification is submitted for information purposes and to comply with the statutory notification requirement.

The following documents are enclosed with this email:

- Class R Planning Statement
- Floor and elevation plans
- Location map plan (1:35,000)
- Site location plan (1:1,250)
- Block plan (1:500)

We would be grateful if you could confirm the following:

1. That the above documents constitute a valid notification for the purposes of paragraph R.3(1)(a) of Class R, and that no further information is required.
2. Whether a fee is payable in connection with this notification, and if so, your preferred method of payment and the relevant account details.
3. The reference number to be allocated to this notification once registered.

We would also welcome confirmation of whether Horsham District Council's preferred route for sub-150 square metre Class R notifications is by email or via the Planning Portal, so that we may adopt the correct procedure for any future submissions.

Kind regards

Melanie

MELANIE BINGHAM-WALLIS
PLANNING DIRECTOR

[REDACTED]
[REDACTED]

W – www.foxesrural.co.uk

A – Bullbanks Farm, Halstead Road, Eight Ash Green, Colchester, Essex, CO6 3PT



Watch Melanie's [profile video here](#)

*The Farmer's Planning Podcast – [Listen here](#)

**View our explainer video here about planning on your farm – [Explainer Video](#)

*** Our Mini Video Series about permitted development rights on your farm – [Watch Now](#)

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