



Jordan Davies
Boyer Planning
120 Bermondsey Street
London
SE1 3TX

Our ref: DC/26/0146
Your ref: 30 West Street Horsham (Prior Approval)
Email: planning@horsham.gov.uk
Direct Line: 01403 215066
If Calling Please ask for: Sam Nye
Date: 25th March 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 approval for the part change of use of the ground floor and change of use of the first and second floor retail space (Class E(a)) to 8no. residential dwellings (Class C3).

30 West Street Horsham West Sussex RH12 1PB

Further to the above prior notification which was received on 29 January 2026, I am writing to confirm that **prior approval is required and granted**. The proposal can now proceed subject to the following conditions:

- 1 **Pre-Commencement Condition:** Prior to commencement of development, details of a scheme of sound insulation and construction, including mechanical ventilation sufficient to prevent overheating and maintain thermal comfort within the dwellings, shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall ensure that the sound insulation of the party floors is 5dBA or better than normal Building Regulations, and shall also include details of post construction verification to be carried out. The development shall be carried out in strict accordance with the approved details and shall be retained thereafter.

Reason: As this matter is fundamental in the interests of residential amenities by ensuring an acceptable noise level for the occupants of the development in accordance with Policy 33 of the Horsham District Planning Framework (2015).

- 2 **Pre-Commencement Condition:** No development shall take place, including any works of demolition, until the following construction site set-up details have been submitted to, and approved in writing by, the Local Planning Authority.
 - (a) the location for the loading and unloading of plant and materials, site offices, parking and storage of plant and materials
 - (b) Details of the hours of works and other measures to mitigate the impact of construction on the amenity of the area and safety of the highway network; and
 - (c) Details regarding contractors' parking

The approved details shall be adhered to throughout the construction period.

Reason: As this matter is fundamental in order to consider the potential impacts on the amenity of nearby occupiers during construction and in accordance with Policy 33 of the Horsham District Planning Framework (2015).

- 3 **Pre-Occupation Condition:** Prior to occupation of the development, the Post Construction Verification Report, as required by Condition 1, shall be submitted to and approved in writing by the Local Planning Authority. The premises shall not be occupied until any necessary remedial work has been satisfactorily completed.

Reason: As this matter is fundamental in the interests of residential amenities by ensuring an acceptable noise level for the occupants of the development in accordance with Policy 33 of the Horsham District Planning Framework (2015).

Additional Information for Applicant

The applicant is advised that buildings constructed, extended repaired or refurbished before 2000 may contain asbestos materials. The asbestos register for the building should be provided, or an asbestos survey should be undertaken by a competent person to identify any suspected or confirmed asbestos containing materials in the part of the building to form the proposed dwelling.

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
Location plan	Location Plan	HOR/001	29.01.2026
Site plan	Proposed Site Plan	HOR/PD2/100 REV B	29.01.2026
Floor plan	Existing Floor Plans and Roof Plan	HOR/EX/500	29.01.2026
Elevation plan	Existing Front, Rear and Street Scene Elevations	HOR/EX/510 REV A	29.01.2026
Elevation plan	Existing Side Elevations	HOR/EX/511 REV B	29.01.2026
Floor plan	Proposed ground floor, first floor, second floor and roof	HOR/PD2/500 REV B	29.01.2026
Elevation plan	Proposed Front, Rear and Street Scene Elevations	HOR/PD2/510 REV D	29.01.2026
Elevation plan	Proposed Side Elevations	HOR/PD2/511 REV C	29.01.2026
Section plan	Proposed Sections/Elevations A-A, B-B, C-C	HOR/PD2/512 REV C	29.01.2026

Supporting Statement	Covering letter	25.5063	29.01.2026
Supporting Statement	Transport Statement	T1342-001 REV 02	29.01.2026
Supporting Statement	Noise Impact Assessment	230517-R001A REV A	29.01.2026
Supporting Statement	Daylight Survey Report	NONE	29.01.2026

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 hops.admin@horsham.gov.uk.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Emma Parkes', written in a cursive style.

Emma Parkes
Head of Development and Building Control