



Shaw Design Services Ltd.
'Dalquieth' Northlands Road Holbrook
Horsham West Sussex RH12 5PW
Tel: 01403 217081

Development Control
Horsham District Council
Albery House
Springfield Road
Horsham
West Sussex RH12 2GB

29 March '26

Dear Sirs

Re: Alexandra House, 11 Queen Street, Horsham, West Sussex RH13 5AA

An application for Prior Notification for a change of use from office to residential to form three dwellings was granted approval, dated 16 April 2025, LPA ref: DC/25/0215.

Since that time, the property has been acquired by SPR Property & Development Ltd. who are in the process of implementing the proposed conversion however a local business has expressed a wish to take over the tenancy of the existing ground floor, fronting Queen Street.

As a consequence, the scheme is effectively only for part conversion to form two residential dwellings in conjunction with the Class E Use of the existing commercial floor area.

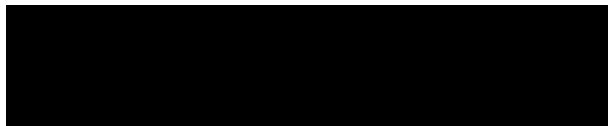
The owner would like to regularise the situation to ensure there is no planning concern about the mixed use of the overall property. Naturally the conversion works are the subject of the Building Regulations and this is being overseen and inspected by Sussex Building Control Authority.

We therefore seek your acceptance of this submission which seeks a Certificate of Lawful Development for these proposed changes and look forward to your consideration and trust that you will find this proposal to be acceptable.

In the meantime, should you require any further information regarding this matter, please do not hesitate to contact these offices.

Yours faithfully

On behalf of Shaw Design Services Ltd.



Darren Shaw M.C.I.A.T.
Principal