Horsham District Council

Mr Huw James
ECE Planning Limited
64-68 Brighton Road
Worthing
BN11 2EN

24 Carfax Horsham West Sussex RH12 1EB
Change of Use from Finance and Professional Services (Use Class E) to 2no. Apartments (Use Class C3) at the first, second and third floors with Class E use at ground floor level.

Your application DC/25/0905 has now been determined and I enclose the decision notice. The decision notice contains important information. Please take a moment to read it as further action may be required.

Conditions
Before you start work, information must be submitted for any conditions that require discharge before development can begin. The decision notice will set out what information need to be sent.

Biodiversity Net Gain Condition
Please note the requirement within the Environment Act 2021 for development to deliver a minimum of 10% net gain in biodiversity may be applicable to your development. In the event your development is required to achieve a minimum 10% net gain in biodiversity then a Biodiversity Net Gain Condition (separate to the main list of conditions) will appear on your decision notice requiring the submission of a Biodiversity Gain Plan for approval prior to development commencing.

Failure to discharge conditions before commencing development could result in the development being unlawful or enforcement action being taken. You can notify us of your intention to initiate development by completing a pre-commencement notification which will help us to monitor your development. There is no fee to use this service. To do this, or for further information about discharging planning conditions, visit us online at horsham.gov.uk/planning/discharging-a-planning-condition

Community Infrastructure Levy (CIL)
If this development is CIL liable, the requirements of CIL must be met before you start work. Failure to do so could result in additional financial penalties. For further information relating to CIL visit horsham.gov.uk/planning/planning-policy/community-infrastructure-levy/cil-charges-and-how-to-pay

If you have any questions about the decision notice, you can call us and speak to a member of the team on 01403 215187 between 9AM - 5PM, Monday to Friday.

If you are acting as the planning agent for this application, please ensure that the applicant is given a copy of the decision notice and this letter.

Yours Sincerely,
Development Management

Horsham District Council

Mr Huw James
ECE Planning Limited
64-68 Brighton Road
Worthing
BN11 2EN

Application Number: DC/25/0905

TOWN AND COUNTRY PLANNING ACT, 1990 (as amended)
TOWN AND COUNTRY PLANNING (Development Management Procedure) (England) Order 2015

On behalf of: Geneva Investments

In pursuance of their powers under the above-mentioned Act and Order, the Council hereby notify you that they PERMIT the following development, that is to say:

Change of Use from Finance and Professional Services (Use Class E) to 2no. Apartments (Use Class C3) at the first, second and third floors with Class E use at ground floor level.

24 Carfax Horsham West Sussex RH12 1EB

to be carried out in accordance with Application No. DC/25/0905 submitted to the Council on 30/05/2025 and subject to compliance with the plans/documents and conditions specified hereunder.

Emma Parkes
Head of Development and Building Control

Date: 26/02/2026

1 **Plans Condition**: The development hereby permitted shall be carried out in accordance with the approved plans listed in the schedule below.

SCHEDULE OF PLANS/DOCUMENTS

Plan Type	Description	Drawing Number	Received Date
Location & Block plan		4059-CON-05	30.05.2025
Elevation plan	Proposed and Sections	4059-CON-04 REV D	30.05.2025
Floor plan	Proposed and Roof	4059-CON-03 REV D	30.05.2025
Elevation plan	Existing and Section	4059-CON-02 REV A	30.05.2025
Floor plan	Existing and Roof	4059-CON-01 REV C	30.05.2025
Supporting Statement	Planning	SL/Let	30.05.2025

Reason: For the avoidance of doubt and in the interest of proper planning.

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 **Pre-Commencement Condition**: The development hereby approved shall not commence until the following construction details have been submitted to and approved in writing by the Local Planning Authority. The details shall include the following measures:

i. Details of site management contact details and responsibilities including out-of-hours contact details;
ii. A plan detailing the site logistics arrangements on a phase-by-phase basis (as applicable), including:
    a) location of any site compound,
    b) location for the loading, unloading and storage of plant and materials (including any stripped topsoil),
    c) site offices (including location, height, size and appearance) - if applicable,
    d) location of site access points for construction vehicles,
    e) location of on-site or off-site parking,
iii. The arrangements for public consultation and liaison prior to and during the demolition and construction works - newsletters, fliers etc, to include site management contact details for residents;
iv. Details of any floodlighting, including location, height, type and direction of light sources, hours of operation and intensity of illumination

The construction shall thereafter be carried out in accordance with the details and measures approved.

Reason: As this matter is fundamental in order to consider the potential impacts on the amenity of nearby occupiers and highway safety during construction and in accordance with Policies 33 and 40 of the Horsham District Planning Framework (2015).

4 **Pre-Commencement Condition**: No development shall commence until the following details have been submitted to and approved in writing by the Local Planning Authority. The works must not be executed other than in complete accordance with these approved details:

Drawings to a scale not smaller than 1:5 fully describing:

i) new windows. These drawings must show:
    - materials
    - decorative/protective finish
    - cross section of frame, transom, mullions, glazing bars, etc
    - formation of openings including reveals, heads, sills, arches, lintels, etc
    - method of opening
    - method of glazing

ii) shopfront. These drawings must show:
    - materials
    - decorative/protective finish
    - cross section of architrave, fascia, frieze, corbels, pilasters, frame, transom, mullions, etc

- formation of opening including structural support
- shopfront lettering
- colour scheme
- hanging/projecting signs
- illumination

iii) Roof details including sections through:
- roof ridge
- eaves
- verges
- dormers

Reason: As this matter is fundamental to ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

5 **Pre-Commencement Condition**: No development shall commence until a scheme for sound attenuation between the ground floor commercial unit and first floor dwelling has been submitted to and approved by the Local Planning Authority. The first-floor dwelling shall not be occupied until the sound attenuation has been installed in accordance with the agreed details. The attenuation shall be retained as such thereafter.

Reason: To safeguard the amenities of future occupiers in accordance with Policy 33 of the Horsham District Planning Framework (2015).

6 **Pre-Occupation Condition**: No part of the development hereby permitted shall be occupied until provision for the storage of refuse and recycling has been made in accordance with the approved plans.

Reason: To ensure the adequate provision of recycling facilities in accordance with Policy 33 of the Horsham District Planning Framework (2015).

7 **Pre-Occupation Condition**: No part of the development hereby permitted shall be occupied until the necessary in-building physical infrastructure and external site-wide infrastructure to enable superfast broadband speeds of 30 megabits per second through full fibre broadband connection has been provided to the premises.

Reason: To ensure a sustainable development that meets the needs of future occupiers in accordance with Policy 37 of the Horsham District Planning Framework (2015).

8 **Pre-Occupation Condition**: No part of the development hereby permitted shall be occupied until cycle parking facilities have been constructed and made available for use in accordance with the approved plans. The cycle parking facilities shall thereafter be retained as such for their designated use.

Reason: To ensure that there is adequate provision for the parking of cycles in accordance with Policy 40 of the Horsham District Planning Framework (2015).

9 **Regulatory Condition**: All new and replacement rainwater goods shall be cast iron or cast aluminium or cast effect plastic.

Reason: In the interests of visual amenity and in accordance with Policies 33 and 34 of the Horsham District Planning Framework (2015).

10 **Regulatory Condition**: No new plumbing, pipes, soil stacks, flues, vents, ductwork or the like, shall be fixed to the southern (front) external face of the building without express planning consent from the Local Planning Authority first being obtained.

Reason: In the interests of visual amenity and in accordance with Policies 33 and 34 of the Horsham District Planning Framework (2015).

11 **Regulatory Condition**: No new grilles, security alarms, lighting, cameras or other like items shall be fixed to the southern (front) external face of the building without express planning consent from the Local Planning Authority first being obtained.

Reason: In the interests of visual amenity and in accordance with Policies 33 and 34 of the Horsham District Planning Framework (2015).

12 **Regulatory Condition**: No works for the implementation of the development hereby approved shall take place outside of 08:00 hours to 18:00 hours Mondays to Fridays and 08:00 hours to 13:00 hours on Saturdays nor at any time on Sundays, Bank or public Holidays

Reason: To safeguard the amenities of adjacent occupiers in accordance with Policy 33 of the Horsham District Planning Framework (2015).

13 **Regulatory Condition**: The residential development hereby permitted shall limit the water usage of each person per day to 110 litres in the residential part of the development. The water limiting measures shall thereafter be retained.

Reason: As this matter is fundamental to limit water use in order to improve the sustainability of the development in accordance with Policy 37 of the Horsham District Planning Framework (2015).

14 **Regulatory Condition**: Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any order amending or revoking and/or re-enacting that Order), the ground floor premises hereby permitted shall only be used for purposes falling within Class E(a), (b), (c), (e), (f), (g)(i) or (g)(ii) (as defined in the Town and Country Planning (Use Classes) Order 1987 as amended, or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order with or without modification). The ground floor premises shall not be used for any other purpose(s) without express planning consent from the Local Planning Authority first being obtained.

Reason: To safeguard the vitality and viability of the Horsham Town Centre and to protect the amenities of adjacent occupiers, in accordance with Policies 13 and 33 of the Horsham District Planning Framework (2015).

15 **Regulatory Condition**: The ground floor commercial premises hereby permitted shall not be open for trade or business except between the hours of 07:00 and 18:00 Monday to Saturday and 08:30 and 16:30 on Sundays and Bank Holidays.

Reason: To safeguard the amenities of neighbouring properties in accordance with Policy 33 of the Horsham District Planning Framework (2015).

Note to Applicant
Temporary Works Required During Construction.
The applicant is advised of the requirement to enter into early discussions with and obtain the necessary licenses from the Local Highway Authority to cover any temporary construction related works that will obstruct or affect the normal operation of the public highway prior to any works commencing. These temporary works may include the placing of skips or other materials within the highway, the temporary closure of on-street parking bays, the imposition of temporary parking restrictions requiring a Temporary Traffic Regulation Order, the erection of hoarding or scaffolding within the limits of the highway, the provision of cranes over-sailing the highway.

Temporary Developer Signage.
The applicant is advised that the erection of temporary directional signage should be agreed with the Local Traffic Engineer prior to any signage being installed.

Biodiversity Net Gain Condition
Based on the information submitted in the planning application documents, the Planning Authority considers that this permission is exempt from biodiversity net gain, and as such does not require approval of a biodiversity gain plan before development is begun.

Note to Applicant
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.

ADDITIONAL INFORMATION

Planning Permission – Important Provisos
If planning permission has been granted, please note that your Notice of Decision refers only to consideration of your proposal under the Town and Country Planning Acts. It is not a building regulations approval and does not mean that you can disregard other Acts of Regulations or avoid any other legal obligations. Some of these obligations, of particular relevance to your proposal are referred to elsewhere in this note. Before you proceed with your proposal you should ensure that a Building Control application is not required or has been submitted. The Building Control Department can be contacted on 01403 215151.

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.

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 hop.oast.admin@horsham.gov.uk.

It must be stressed that the information included on this Notice of Decision may not include all your legal obligations, and it does not grant you rights to carry out works on or over lands, or to access land that is not within your control or ownership.

Amendments
Should alterations or amendments be required to the approved plans, it will be necessary to apply either under Section 96A of the Town and Country Planning Act 1990 for non-material alterations, or under Section 73 of the Act for minor material alterations. An application must be made using the standard application form and you should consult with us, to establish the correct type of application to be made.

Monitoring
Horsham District Council monitors the implementation of planning permissions. Please be aware that monitoring officers may visit the application site at various stages of the development to ensure compliance with the approved plans and conditions.

Right of Appeals
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 the decision notice for a householder application or 'minor commercial' (shop front) development, and within 6 months for 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.