



**Horsham
District
Council**

Mr Tony Allen
Allen Planning Ltd
Harrogate Business Centre
Hammerain House
Hookstone Avenue
Harrogate
HG2 8ER

Our ref: DC/26/0651
Your ref: billingshurst PD 4 flats
Email: planning@horsham.gov.uk
Direct Line: 01403 215 258
If Calling Please ask for: Shazia Penne
Date: 16th June 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 Notification for Change of Use of Class E space to form 4 nos apartments to the rear of ground and first floor only.

Barclays Bank Ltd 84 High Street Billingshurst West Sussex

Further to the above prior notification which was received on 22 April 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 the commencement of development an intrusive pre-demolition and refurbishment asbestos survey in accordance with HSG264 shall be submitted to and approved in writing by the Local Planning Authority. All confirmed or suspected asbestos containing materials shall be removed from areas of the development which are to form private dwellings. A verification report prepared by a competent person which confirms all asbestos or suspected asbestos containing materials have been removed shall be submitted to and approved in writing by the Local Planning Authority prior to first occupation of the development.

Reason: To ensure that no unacceptable risks are caused to humans, controlled waters or the wider environment during and following the development works and to ensure that any pollution is dealt with in accordance with Policies 24 and 33 of the Horsham District Planning Framework (2015).

- 2 **Pre-commencement Condition:** Prior to commencement of construction the applicant shall either provide layout plans to demonstrate that there is no adverse stacking of habitable rooms or they shall provide a scheme of sound insulation and construction that shall ensure that the sound insulation of the party floors is 5dBA or better than normal building regulations. The scheme shall be submitted to and approved in writing by the local planning authority and shall also include details of post construction verification to be carried out. Prior to occupation the post construction verification report shall be submitted to and approved by the local

Planning Authority and the premisses 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).

- 3 **Regulatory Condition:** All Site clearance debris and construction waste shall be removed from site by an appropriately licensed waste removal contractor including all asbestos waste.

Reason: To ensure that no unacceptable risks are caused to humans, controlled waters or the wider environment during and following the development works and to ensure that any pollution is dealt with in accordance with Policies 24 and 33 of the Horsham District Planning Framework (2015).

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
Supporting Docs	Apendix A Site Location Maps	NONE	22.04.2026
Supporting Docs	Appendix B Existing Site and Proposed Plans	NONE	22.04.2026
Supporting Docs	Appendix C Geological Map	NONE	22.04.2026
Supporting Docs	Appendix D Topographic map	NONE	22.04.2026
Supporting Docs	Appendix E EA Flood Map	NONE	22.04.2026
Supporting Docs	Flood Risk Assessment	QFRA 2856 REV 1	22.04.2026
Supporting Statement	Cover letter	NONE	22.04.2026
Supporting Statement	Refuse collection	NONE	22.04.2026
Block plan	and Site	HSB,84,BP	22.04.2026
Floor plan	Proposed Ground and First Floor	HSB,84,PR,01	22.04.2026
Elevation plan	Proposed Side, Rear, Front	HSB,84,PR,02	22.04.2026
Site plan	Proposed	HSB,84,PR,SP	22.04.2026

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

Yours faithfully



Emma Parkes
Head of Development and Building Control