



**Horsham
District
Council**

Mr Doug Wright
WPS Planning
The Courtyard
30 Worthing Road
Horsham
RH12 1SL

Our ref: DC/26/0827
Your ref: 19 Gladstone rd
Email: planning@horsham.gov.uk
Direct Line: 01403 215066
If Calling Please ask for: Sam Nye
Date: 13th July 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 the change of use from offices to 2no. dwellinghouses.

Gladstone House 19 Gladstone Road Horsham West Sussex

Further to the above prior notification which was received on 20 May 2026, I am writing to confirm that **prior approval is required and granted**. The proposal can now proceed in accordance with the submitted details.

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.

All Site clearance debris and construction waste shall be removed from site by an appropriately licensed waste removal contractor including all asbestos waste.

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
Floor plan	Existing Floor Plans	137-2026-2	20.05.2026
Supporting Statement	Planning Statement	137/2026	20.05.2026
Floor plan	Proposed Floor Plans	137-2026-3	20.05.2026
Site plan	Proposed Site Plan	137-2026-4	20.05.2026
Location & Site plan	Site and Location Plan	137-2026-1	20.05.2026

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

