



Mr Chris Barker
ECE Planning Limited
64-68 Brighton Road
Worthing
BN11 2EN

Our ref: DC/26/0716
Your ref: P2353 Envision House Prior
Approval Class MA
Email: planning@horsham.gov.uk
Direct Line: 01403 215429
If Calling Please ask for: Bethan Tinning
Date: 18th August 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 B1a Offices (First and Second Floors) to form
18 residential units (5 x 1 bed flats, 13 x 2 bed flats (Use Class C3)**

Envision House 5 North Street Horsham West Sussex

Further to the above prior notification which was received on 1 May 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:** 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. the anticipated number, frequency and types of vehicles used during construction
 - ii. the method of access and routing of vehicles during construction
 - iii. the parking of vehicles by site operatives and visitors,
 - iv. the loading and unloading of plant, materials and waste
 - v. the storage of plant and materials used in construction of the development
 - vi. the erection and maintenance of security hoarding,
 - vii. the provision of wheel washing facilities and other works required to mitigate the impact on construction upon the public highway (including the provision of temporary Traffic Regulation Orders),
 - viii. details of public engagement both prior to and during construction works

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).

- 2 **Pre-Commencement Condition:**

- (a) Prior to the commencement of development, a scheme of noise and vibration attenuation and ventilation sufficient to prevent overheating and maintain thermal comfort shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall include acoustic performance details of the building facades and glazing and incorporate the recommendations detailed in the Acoustic South East Change of Use Planning Application (Class MA), report dated 22/07/2026, reference J4232. The scheme shall achieve the habitable room standards as detailed in BS8233:2014 with no relaxation for exceptional circumstances and appropriate consideration of L_{Amax} with suitable measures to ensure the thermal comfort of occupiers.

The scheme of ventilation shall be designed following a suitable overheating assessment in accordance with the CIBSE overheating position statement March 2020 using weather files DSY2 and shall ensure a suitable scheme to mitigate overheating and ventilate the premises hereby permitted and having due regard to installation and design standards of Acoustics Ventilation and Overheating: Residential Design Guide January 2020.

- (b) Prior to occupation a site visit shall be carried out by a suitably qualified person and a final verification report shall be submitted to and approved in writing by the local Planning authority. All work must be carried out by suitably qualified person, and the approved noise, vibration attenuation and ventilation measures shall thereafter be retained and maintained in working order for the duration of the use in accordance with the approved details.

Reason: In the interest of the amenities of nearby residents and future occupants, in accordance with Policies 33 and 40 of the Horsham District Planning Framework (2015).

3 Pre-Commencement Condition:

- (a) 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.
- (b) Prior to occupation the post construction verification report shall be submitted to and approved by the local Planning Authority and the premises shall not be occupied until any necessary remedial work has been satisfactorily completed.

Reason: In the interest of the amenities of nearby residents and future occupants, in accordance with Policies 33 and 40 of the Horsham District Planning Framework (2015).

Note to Applicant – Unexpected Contamination

If, during development, contamination not previously identified is found to be present at the site then no further development shall be carried out until an appropriate verification report prepared by a competent person which confirms all asbestos or suspected asbestos containing materials have been removed, has been agreed with the Council's Environmental Health Team.

The Applicant is advised that if asbestos is found during the development, all confirmed or suspected asbestos containing materials should be removed by a licensed asbestos removal contractor and should be disposed of appropriately.

Note to Applicant – Highways Licences

The applicant is advised of the requirement to enter into early discussions with and obtain the necessary licenses from the 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.

Additional information for applicant

If, during development, contamination not previously identified is found to be present at the site then no further development shall be carried out until an appropriate verification report prepared by a competent person which confirms all asbestos or suspected asbestos containing materials have been removed, has been agreed with the Council's Environmental Health Team.

The Applicant is advised that if asbestos is found during the development, all confirmed or suspected asbestos containing materials should be removed by a licensed asbestos removal contractor and should be disposed of appropriately.

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 Statement	Contamination Report (Part 1 of 4)	NONE	15.05.2026
Supporting Statement	Contamination Report (Part 2 of 4)	NONE	15.05.2026
Supporting Statement	Contamination Report (Part 3 of 4)	NONE	15.05.2026
Supporting Statement	Contamination Report (Part 4 of 4)	NONE	15.05.2026
Supporting Statement	Acoustic Noise Assessment J4232 1	NONE	23.07.2026
Location & Site plan		100 REV P1	01.05.2026
Floor plan	Proposed Ground	110 REV P1	01.05.2026
Floor plan	Existing Ground	210 REV P1	01.05.2026
Floor plan	Existing First	211 REV P1	01.05.2026
Floor plan	Existing Second	212 REV P1	01.05.2026
Floor plan	Proposed First	220 REV P1	01.05.2026
Floor plan	Proposed Second	221 REV P1	01.05.2026
Supporting Statement	Covering Letter	NONE	01.05.2026

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