



Mr Clinton Gadd  
abm building services ltd  
Liston House  
Fayagate Lane  
Faygate  
Horsham  
RH12 4SJ

Our ref: DISC/26/0257  
Your ref: Willow Cottage  
Email: [planning@horsham.gov.uk](mailto:planning@horsham.gov.uk)  
Direct Line: 01403 215 174  
If Calling Please ask for: Steve Astles  
Date: 28th September 2026

Dear Sir/Madam,

**Town and Country Planning Act 1990 (as amended)  
Town and Country Planning (Development Management Procedure England)  
Order 2015**

**Application for Approval of Details Reserved by Condition 4 to approved application  
DC/25/0471**

**Willow Cottage North Parade Horsham West Sussex**

The Authority has considered your application, and I can confirm that the submitted information is acceptable pursuant to the following condition(s):

4. **Pre-Commencement Condition:** No relevant works 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 1:20 fully illustrating the alteration to the timber frame to create the new access to the extension.

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).

**Date of approval - 28th September 2026**

The development shall be implemented in accordance with the approved plans and details listed in the schedule below.

Schedule of plans/documents:

| Plan Type | Description             | Drawing Number | Received Date |
|-----------|-------------------------|----------------|---------------|
| Plans     | Alteration timber frame |                | 07.08.2026    |

This letter constitutes a legal document which should be regarded as an addendum to the original planning application.

If you have any queries or require further information, please do not hesitate to contact the Case Officer.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'Emma Parkes', with a stylized, flowing script.

Emma Parkes  
Head of Development and Building Control