Horsham District Council

Miss Caitlyn Potter
Horsham District Council
Albery House
Springfield Road
Horsham
RH12 1HQ

Park House North Street Horsham West Sussex
Refurbishment and replacement of windows (Listed Building Consent).

Your application DC/26/1084 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.

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

Miss Caitlyn Potter
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Application Number: DC/26/1084

TOWN AND COUNTRY PLANNING ACT 1990 (as amended)
PLANNING (LISTED BUILDINGS & CONSERVATION AREAS) ACT 1990

On behalf of: Horsham District Council Horsham District Council

In pursuance of their powers under the above-mentioned Acts, the Council hereby **GRANT** Listed Building Consent for the following works:

Refurbishment and replacement of windows (Listed Building Consent).

Park House North Street Horsham West Sussex

in accordance with the details specified in your Application No. DC/26/1084 submitted to the Council on 21/07/2026 and subject to due compliance with the conditions and plans/documents specified hereunder.

1 **Standard Time Condition**: The works hereby permitted shall begin before the expiration of three years from the date of this consent.

Reason: To comply with Sections 18 (as amended) and 74 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

2 **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:

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

- new/and/or/replacement windows,
  These drawings must show:
  - materials
  - decorative/protective finish
  - cross section of frame, transom, mullions, glazing bars, etc
  - method of opening
  - method of glazing

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).

Schedule of plans/documents
The following plans and document were considered when making the above decision:

Plan Type	Description	Drawing Number	Received Date
Site plan	Site Block Plan	2556/028	21.07.2026
Elevation plan	Existing Window Styles Elevations 1-4	2556 011	07.07.2026
Elevation plan	Proposed Window Works Elevations, 1-4	2556 012	07.07.2026
Elevation plan	Proposed Phase 1 Elevations 1-4	2556 018	07.07.2026
Elevation plan	Existing & Proposed Metal Window Openings	2556 019	07.07.2026
Details plan	Typical Window Detail Sliding Sashes - Historic Core	2556/013 Rev A	21.07.2026
Details plan	Typical Window Detail Sliding Sashes - Extension	2556/014 Rev A	21.07.2026
Details plan	Typical Window Details Second Floor	2556/015 Rev A	21.07.2026
Details plan	Typical Window Detail - Crittal Windows - Style 1	2556/016 Rev A	21.07.2026
Details plan	Typical Window Detail - Crittal Windows - Style 2	2556/017 Rev A	21.07.2026
Location plan	Site Location Plan & Site Plan	2556/010	07.07.2026



Emma Parkes
Head of Development and Building Control

Date: 11/11/2026

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 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.

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.

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.

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.