



26th January 2026

Our Ref: 25.5063

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Sam Nye
Horsham District Council
Albery House
Springfield Road
Horsham
RH12 2GB

Dear Sam

Re: Application for Full Planning Permission at 30 West Street, Horsham

On behalf of our client, Ganco (Holdings) Limited (the 'Applicant'), we are seeking full planning permission for external alterations to the existing building at 30 West Street, Horsham (the 'Site') for the following description of development:

"Introduction of Courtyard to the first floor, new windows, doors and associated external alterations, along with the rendering of the rear elevation"

The following plans are submitted to support the planning application:

- Application forms;
- A full set of drawings, including a site location plan – prepared by Hillman Design Ltd; and
- Daylight and Sunlight Report – prepared by Richard Staig.

The Site

The Site is located within Horsham Town Centre and comprises a plot of land on the south of West Street, situated between West Street and Black Horse Way. The Site accommodates a building in retail use and is occupied by Poundland who use the ground floor as a shop, with the upper floors used for ancillary storage. The building is two storeys on the High Street frontage and steps up to four storeys to the rear.

The front of the Site has an active frontage at ground floor which is reflective of the Primary Shopping Frontage designation and provides access to the shop. Above this is Poundland signage, and at first floor are brown rendered panels. The rear of the site detracts from the character of the area. It has a tired appearance and lacks activation. There are two fire doors at ground floor as well as two low cupboard doors. There is a single central window on the first and



second floor staircases with metal bars across. To the second floor are two windows and two vents.

The surrounding area is mixed in character and use which is reflective of the Town Centre location. To the immediate west is a Travelodge hotel which rises to five storeys. The building is a C shape, with a courtyard close to the boundary of the Site which means that the hotel rooms are set back from the boundary. To the immediate east is a two storey building which is in retail use at ground floor and is in residential use on the upper floor, which comprises three flats. These were approved under application ref: DC/16/1094. There is a terrace in the middle of the building at first floor. To the south of the Site is Horsham Bus Station.

The Site is not located within a conservation area but is located approximately 40m to the west of the Horsham Conservation Area which includes a number of listed buildings. It is located within Flood Zone 1, with the lowest risk of flooding.

Planning History

The table below outlines the relevant history of the Site:

Reference	Description	Decision
DC/25/1391	External alterations including installation of new windows and doors and alterations to existing windows and doors at ground, first and second floors.	Permitted 3 rd October 2025
DC/22/2135	Formation of one flat above the existing ground floor retail use fronting West Street and the construction of 9 flats on four floors above a retained ground floor (following demolition of existing floors) fronting Blackhorse Way.	Refused 30th June 2023

Proposed Development

Full Planning Permission is sought for the formation of a courtyard at first floor level on the eastern (side) elevation. This involves the removal of a section of the existing roof form, the erection of a boundary wall on the boundary with neighbouring 29 West Street, and four new windows on the eastern (side elevation).

These external alterations will enable the internal areas surrounding the courtyard to be converted into residential units, enabling a total of 8 units to be proposed. These units will be brought forward through a forthcoming Class MA Prior Approval application.

In addition to the above, new rendered finish walls are proposed to the rear elevation.



Planning Policy Context

Applications for planning permission must be determined in accordance with the Development Plan unless material considerations indicate otherwise, in accordance with Section 38(6) of the Planning and Compulsory Purchase Act 2004.

In this instance the relevant Development Plan for the area comprises the following:

- Horsham District Planning Framework (2015)
- Horsham Blueprint Business Neighbourhood Plan (2022)

Other policy documents that are material considerations in the determination of planning applications include the National Planning Policy Framework (NPPF), National Planning Policy Guidance (NPPG), the London Plan Supplementary Planning Guidance (SPG) and Horsham's Supplementary Planning Documents (SPDs).

Horsham's emerging Local Plan was submitted for examination in July 2024; however, it was suggested by the Inspector earlier this year that the plan should be withdrawn. Given that it has not yet been through examination, it carries limited weight and is not considered within this letter.

Assessment

Principle

The proposals involve the formation of a courtyard at the first-floor level on the eastern (side elevation), together with associated external alternations.

Whilst this application does not seek to change the use of the building, the external alterations are associated with an upcoming application to convert the upper floors of the building to residential, which will make effective use of the underutilised upper floors of the Site in this highly sustainable town centre location. The effective use of sustainable brownfield land is supported at all levels of policy, including Policy 33 'Development Principles' which highlights that in order to conserve the natural and built environment, development should make efficient use of land and prioritise the use of previously developed land.

Design

Policy 32 'The Quality of New Development' requires high quality and inclusive design for all development, including providing an attractive, functional, accessible, safe and adaptable environment; complementing locally distinctive characters and heritage of the district; contributing to a sense of place; and optimising the potential of the site.

Policy 33 'Development Principles' seeks to ensure that proposals are designed to avoid unacceptable harm to the amenity of occupiers/users of nearby properties; ensure that the scale, massing and appearance of developments is of a high standard of design and layout; are locally distinctive and respect the character of the surrounding areas; and use high quality building materials and finishes.



Policy HB3 'Character of Development' of the Neighbourhood Plan requires development to preserve and enhance the Character Area in which it is located, and take account of local context, using variety in form and materials. It also seeks proposals to make a positive contribution to the visual impact of the main highways approaches into the area. Similarly, Policy HB4 'Design of Page 4 of 5 Development' requires a high-quality design which integrates well with its surroundings. Policy HB7 'Welcoming Public Realm' seeks enhance the character and appearance of the town centre.

The proposals involve the formation of a courtyard at the centre of the first floor on the eastern (side) elevation. This involves the removal of a section of the existing roof form, the erection of a boundary wall on the boundary with neighbouring 29 West Street, and four new windows on the eastern (side elevation).

These external alterations will enable the internal areas surrounding the courtyard to be converted into residential units, enabling a total of 8 units to be proposed. These units will be brought forward through a forthcoming Class MA Prior Approval application.

Given the location of the courtyard in the centre of the first floor, it will not be visible from the surrounding area. As such, there will be no harmful impact on the character of the area.

High quality materials are proposed including new render finish walls onto the courtyard and white UPVC windows to match the existing building.

Additionally, the render finish walls are also proposed on the rear elevation of the building which will significantly improve the appearance of the of the building

Overall, the proposals will be sensitive alterations to the property which will respect the existing building and will use high quality materials. The proposals are therefore in accordance with Policies 32 and 33.

Heritage

Policy 34 'Heritage Assets and Managing Change within the Historic Environment' seeks to sustain and enhance the historic environment through the positive management of development affecting heritage assets.

Given the distance from the Horsham Conservation Area and the neighbouring listed buildings, which are all located in excess of 40m from the Site, as well as the minor nature of the proposed works, there will be no impacts on any heritage assets.

Impact on Neighbours

Policy 33 seeks to ensure that proposed development does not result in unacceptable harm to the living conditions of nearby occupiers/users.

The proposals relate to external works to the existing building, which do not increase the size of the building. As such, there will not be any impacts with regards to neighbouring daylight and sunlight, particularly in relation to 29 West Street. This is confirmed in the conclusions of the accompanying Daylight & Sunlight Report, prepared by Richard Staig.



In terms of privacy, the location and design of the new windows have been carefully considered to avoid overlooking. The proposed boundary wall along the shared boundary with 29 West Street will effectively screen these windows, ensuring no harmful loss of privacy.

Overall, the proposals will not give rise to any harmful impacts on neighbouring properties, particularly No. 29, and are therefore fully compliant with Policy 33.

Conclusion

The proposals involve the introduction of Courtyard to the first floor, new windows, doors and associated external alterations. This will facilitate the conversion of underutilised space at the upper floors to provide residential units, which will be secured via a separate Class MA Prior Approval application. It has been demonstrated that the external alterations are acceptable in design terms and will have no harmful impact on residential amenity.

Should you have any questions or require any further information, please do not hesitate to contact me.

Yours sincerely,

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