



DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:

DC/26/0922
31 West Street, Storrington, West Sussex, RH20 4DZ

DESCRIPTION:

Prior Notification for Change of Use of Commercial Building to a single dwellinghouse

RELEVANT PLANNING HISTORY:

DC/26/0429	Prior Notification for the Change Of Use from offices (Use Class E) to residential (Use Class C3) to form 2no. flats.	Prior Approval Required and REFUSED on 01.05.2026
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RELEVANT PLANNING POLICIES

National Planning Policy Framework

Horsham District Planning Framework (HDPF 2015):

Policy 24 - Strategic Policy: Environmental Protection
Policy 33 - Development Principles
Policy 38 - Strategic Policy: Flooding
Policy 41 - Parking

The Town and Country Planning (General Permitted Development) (England) Order 2015, as amended.

Schedule 2, Part 3, Class O - Development consisting of a change of use of a building and any land within its curtilage from a use falling within Class B1(a) (offices) of the Schedule to the Use Classes Order, to a use falling within Class C3 (dwellinghouses) of that Schedule.

REPRESENTATIONS AND CONSULTATIONS RESPONSES

Where consultation responses have been summarised, it should be noted that Officers have had consideration of the full comments received, which are available to view on the public file at www.horsham.gov.uk

Consultations:

HDC Environmental Health: Comment

The proposed development lies within Storrington Air Quality Management Area and therefore there is the potential for future occupiers to be exposed to poor air quality. The site is located on a busy road and will also be exposed to high levels of road traffic noise during the day. Good design should be followed to reduce exposure to air pollution. The applicant is advised to consider the following measures to address these issues:

- A ventilation strategy to draw air from cleaner parts of the site (e.g., rear elevations) to obviate need for windows to be opened on the roadside facade;
- Electric cooking equipment, and kitchens to have appropriate purge ventilation;
- Enhanced airtightness on polluted/road-facing façades;

- Electric Vehicle charge points to be installed in line with local guidance;
- Appropriate secure, weatherproof cycle storage to be provided;
- Comprehensive literature on public transport options (locations/timetables etc.) provided to the purchasers of all new dwellings.

There is also a concern regarding the presence of asbestos containing materials with the building. The Health and Safety Executive advises that asbestos may be present in buildings constructed, repaired or refurbished before 2000.

WSCC Highways: No Objection

No alterations are proposed to the existing means of access or to the adjacent public highway.

Having considered the proposal in relation to the relevant transport and highway matters applicable to this type of application, the Local Highway Authority is satisfied that the proposed change of use is unlikely to result in a material increase in vehicle movements over and above those associated with the lawful commercial use of the site. Accordingly, the proposal is not considered likely to have an unacceptable impact on highway safety or the operation of the surrounding highway network. On this basis, the Highway Authority raises no objection to the proposed development.

Parish Comments:

None received

Representations:

None received

HUMAN RIGHTS AND EQUALITY:

The application has been considered having regard to Article 1 of the First Protocol of the Human Rights Act 1998, which sets out a person's rights to the peaceful enjoyment of property and Article 8 of the same Act, which sets out their rights in respect to private and family life and for the home. Officers consider that the proposal would not be contrary to the provisions of the above Articles.

The application has also been considered in accordance with Horsham District Council's public sector equality duty, which seeks to prevent unlawful discrimination, to promote equality of opportunity and to foster good relations between people in a diverse community, in accordance with Section 149 of the Equality Act 2010. In this case, the proposal is not anticipated to have any potential impact from an equality perspective.

PLANNING ASSESSMENT

The main issue is whether prior approval is required for the proposed change of use under Schedule 2, Part 3, Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015, as amended. Schedule 2, Part 3, Class MA of the above Order states that the following constitutes permitted development:

Permitted Development

MA. Development consisting of a change of use of a building and any land within its curtilage from a use falling within Class E (commercial, business and service) of Schedule 2 to the Use Classes Order to a use falling within Class C3 (dwellinghouses) of Schedule 1 to that Order.

MA.1 (1) Development is not permitted by Class MA—

~~(a) unless the building has been vacant for a continuous period of at least 3 months immediately prior to the date of the application for prior approval;~~

(section deleted following the 2024 update to the order on 05.03.2024)

- (b) unless the use of the building fell within one or more of the classes specified in subparagraph (2) for a continuous period of at least 2 years prior to the date of the application for prior approval;**

The site has a fair planning history associated with it including former applications to convert the premises to C3 dwellinghouses, under SR/86/98 (Change of use of flat to office Site: 31 West Street Storrington) which was withdrawn and (SR/49/01 (Change of use and conversion from offices to 4 flats and parking Site: 27-31 West Street Storrington) which was permitted in 2000 and SR/49/01 (Change of use and conversion from offices to 4 flats and parking Site: 27-31 West Street Storrington) which was permitted in 2001. None of the permitted applications are recorded to have been implemented. As such, the building has been occupied as office and in excess of 10 years by financial planners "Example Associates" (since 2007 according to planning statement).

- ~~**(c) if the cumulative floor space of the existing building changing use under Class MA exceeds 1,500 square metres;**~~

(section deleted following the 2024 update to the order on 05.03.2024)

- (d) if land covered by, or within the curtilage of, the building—**

- (i) is or forms part of a site of special scientific interest;**
- (ii) is or forms part of a listed building or land within its curtilage;**
- (iii) is or forms part of a scheduled monument or land within its curtilage;**
- (iv) is or forms part of a safety hazard area; or**
- (v) is or forms part of a military explosives storage area;**

The site is located within the Storrington Conservation Area but is not a listed building.

- (e) if the building is within—**

- (i) an area of outstanding natural beauty;**
- (ii) an area specified by the Secretary of State for the purposes of section 41(3) of the Wildlife and Countryside Act 1981;**
- (iii) the Broads;**
- (iv) a National Park; or**
- (v) a World Heritage Site;**

None.

- (f) if the site is occupied under an agricultural tenancy, unless the express consent of both the landlord and the tenant has been obtained**

None.

- (g) before 1 August 2022, if—**

- (i) the proposed development is of a description falling within Class O of this Part as that Class had effect immediately before 1st August 2021; and**
- (ii) the development would not have been permitted under Class O immediately before 1st August 2021 by virtue of the operation of a direction under article 4(1) of this Order which has not since been cancelled in accordance with the provisions of Schedule 3.**

N/A

(2) The classes mentioned in sub-paragraph (1)(b) are the following classes of the Use Classes Order—

(a) the following classes of the Schedule as it had effect before 1st September 2020—

- (i) Class A1 (shops);**
- (ii) Class A2 (financial and professional services);**
- (iii) Class A3 (food and drink);**
- (iv) Class B1 (business);**
- (v) Class D1(a) (non-residential institutions – medical or health services);**
- (vi) Class D1(b) (non-residential institutions – crèche, day nursery or day centre);**
- (vii) Class D2(e) (assembly and leisure – indoor and outdoor sports), other than use as an indoor swimming pool or skating rink;**

(b) on or after 1st September 2020, Class E (commercial, business and service) of Schedule 2.'

As above, the application site was most recently in use as offices for a business known as "Example Associates" which would fall under Class E as of 1st September 2020.

MA.2 (1) Development under Class MA is permitted subject to the following conditions.

(2) Before beginning development under Class MA, the developer must apply to the local planning authority for a determination as to whether the prior approval of the authority will be required as to—

(a) transport impacts of the development, particularly to ensure safe site access;

No transport statement has been submitted as part of the application; however, it is considered that the proposal is located within the built up area of Storrington, a small town / larger village within the development hierarchy. The proposal has not included information regarding parking areas however has provided bike storage spacing to the rear of the property. Given that the proposal is located within the built up area, it is considered that the development is well located and would not have a perceptible impact regarding transport in line with the LHA response.

(b) contamination risks in relation to the building;

No contamination information has been submitted in support of the application. Given the previous use, it is not considered that there would be any likely contamination to require the imposition of a pre-commencement condition. However, an informative will be attached advising of any unexpected contamination, including asbestos.

(c) flooding risks in relation to the building;

The application site is not considered to be at risk of flooding and as such accords with the criteria.

(d) impacts of noise from commercial premises on the intended occupiers of the development

The application site is located within an area with a variety of uses including commercial premises, however given that there are both flats and dwellinghouses within the immediate locality, it is not considered that the proposal would result in unacceptable noise impacts for the future occupiers.

(e) where—

- (i) the building is located in a conservation area**
- (ii) the development involves a change of use of the whole or part of the ground floor, the impact of that change of use on the character or sustainability of the conservation area.**

the impact of that change of use on the character or sustainability of the conservation

area;

The site is located within the Storrington Conservation Area where there are no proposed external alterations to the building. The proposal is not considered to impact upon the character or sustainability of the conservation area, and no objection is raised on these grounds.

(f) the provision of adequate natural light in all habitable rooms of the dwellinghouses;

The previous prior notification at this site (DC/26/0439) for change of use from offices to 2no residential flats was refused as natural light was not being provided in all habitable rooms. The basement living room would not benefit from an adequate source of light.

Following the refusal, the application now proposes only storage within the basement floor which does not require natural lighting. Therefore, all habitable rooms would benefit from fenestration such that it is considered that all habitable rooms would have adequate natural light.

(g) the impact on intended occupiers of the development of the introduction of residential use in an area the authority considers to be important for general or heavy industry, waste management, storage and distribution, or a mix of such uses;

There does not appear to be general or heavy industry, waste management, storage and distribution or a mix of such uses.

(h) where the development involves the loss of services provided by—

- (i) a registered nursery, or**
- (ii) a health centre maintained under section 2 or 3 of the National Health Service Act 2006, the impact on the local provision of the type of services lost and**

The proposal would not result in the loss of a registered nursery or health centre.

(i) where the development meets the fire risk condition, the fire safety impacts on the intended occupants of the building.

A fire statement is not required given that the height is not more than 18 metres and would contain less than 7-storeys in height.

Other Matters

National Space Standards

In accordance with Section (9A) of Article 3 of the General Permitted Development Order (2021 amendment), Schedule 2 of the Order only permits development for the creation of new dwellinghouses:

- ‘(a) Where the gross internal floor area is less than 37 square metres in size; or*
- (b) That does not comply with the nationally described space standard issued by the Department for Communities and Local Government on 27th March 2015.’*

The proposal incorporates the creation of 1, six-person, three-bedroom dwelling. The size of the unit exceeds the minimum space standards for a dwelling of this size and would benefit from the required built-in storage as per the National Space Standards and would have adequate space to incorporate freestanding storage for additional needs. The proposed conversion of the building is therefore considered to provide adequate living space in accordance with national space standards, in accordance with Section (9A) of Article 3 of the Order.

Conclusion

The proposal accords with the provisions of Paragraphs MA.1 and MA.2 of Schedule 2, Part 3, Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015, as amended by the Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2015.

COMMUNITY INFRASTRUCTURE LEVY (CIL)

Horsham District Council has adopted a Community Infrastructure Levy (CIL) Charging Schedule which took effect on 1st October 2017.

It is considered that this development constitutes CIL liable development.

Use Description	Proposed	Existing	Net Gain
District Wide Zone 1	187.18	187.18	0
Total Gain			
Total Demolition			

Please note that the above figures will be reviewed by the CIL Team prior to issuing a CIL Liability Notice and may therefore change.

Exemptions and/or reliefs may be applied for up until the commencement of a chargeable development.

In the event that planning permission is granted, a CIL Liability Notice will be issued thereafter. CIL payments are payable on commencement of development.

Recommendation: Prior Approval Required and PERMITTED

NOTE TO 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 remediation strategy 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.

POSITIVE AND PROACTIVE STATEMENT

Statement pursuant to Article 35 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received, in order to be able to, where possible, grant permission.

Plans list for: DC/26/0922

(The approved plans will form Condition 1 on the Decision Notice of all Permitted applications)

Schedule of plans/documents **approved**:

Plan Type	Description	Drawing Number	Received Date
Floor plan	Floor Plans 1 of 2	ARC/ 153/ 25/ 01	09.06.2026

