



DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:

DC/26/0429

31 West Street, Storrington, West Sussex, RH20 4DZ

DESCRIPTION:

Prior Notification for the Change Of Use from offices (Use Class E) to residential (Use Class C3) to form 2no. flats.

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 2021, as amended.

Schedule 2, Part 3, Class MA - Development consisting of a change of use of a building and any land within its curtilage from a use falling within Class E of Schedule 2 to a use falling within Class C3 (dwellinghouse).

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:

No objection. Pre-commencement condition recommended.

WSSC Highways: Comment / No Objection

The WSSC Car Parking Demand Calculator indicated that a development of this size in this location would require five car parking spaces, two for the single bedroom flat and three for the three-bed flat. The dwellings will not be awarded a parking provision; however, it appears that cycle parking is to be provided. It should be outlined that WSSC does not encourage the use of vertical cycle storage as shown, as this is not accessible for all users. The applicant should consider an alternative, secure and covered storage method. Ideally Oxford cycle stands should be used with appropriate space for each property. The site is also accessed to the rear by Rectory Gardens- it is unclear if parking opportunities exist here, for any overspill parking to be accommodated. Pay and display car parks are present nearby and bus services operate along West Street allowing sustainable opportunities for travel. The

property is situated within reasonable walking distance of local shops and amenities which may also reduce the reliance on the use of a car for some domestic journeys.

The LPA may wish to secure an alternative cycle parking provision to be provided as outlined above, alongside any permission of this Prior Notification, with plans and details to be provided. It is unclear whether there is adequate space to provide this however, as the proposed and existing floorplans show a different red edge boundary to one another at the refuse bin/cycle storage location.

In summary, the movements associated with offices have done so safely with no known safety highways concerns, and C3 residential uses are considered less intensive. West Sussex County Council in its role as LHA has therefore considered the proposal on that basis. In principle, the current GPDO gives limited ability to consider wider highway and transport impacts beyond those set out. The prior approval is therefore considered acceptable in highway terms.

Parish Comments:

None received

Representations:

1 Representation received in support of the application.

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 application 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;

N/A

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

N/A

- (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.

No Class O development at the site has occurred.

- (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 financial planner 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. A pre-commencement condition has been appended to secure no contamination risks are present.

- (c) flooding risks in relation to the building;**

The application would be limited to internal alterations only and would the application site is not considered to be at risk of flooding.

- (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 proposal is located within a conservation area and would involve the change of use of the whole ground floor. However, given that dwellings are already located within the wider building structure in a similar structure, it is not considered this would affect the character or sustainability of the conservation area.

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

Further information was requested in respect of natural light being provide in all habitable rooms, given there is a living room in the basement. No further information was however received. As such the Council does not hold enough information to conclude whether all habitable rooms would be provided adequate natural light, but on the basis of the available information it does not appear that the basement living room would benefit from an adequate source of 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 use of the site appears to have most recently been an office such that the development is in accordance with the above criteria.

(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, two-person, one-bedroom dwelling and the creation of 1, six-person, three-bedroom dwelling. The size of the units 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 Council does not hold sufficient information to ascertain whether the development accords with MA.2(f). Therefore the Council can only recommend that the proposal is refused.

Recommendation: Prior Approval Required and REFUSED

Reason(s) for Refusal:

1. It has not been demonstrated that adequate natural light would be provided to all habitable rooms, with particular regard to the basement living room. In the absence of information to indicate otherwise, the basement living room would not benefit from adequate natural light.

Plans list for: DC/26/0429

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

Schedule of plans/documents **not approved**:

Plan Type	Description	Drawing Number	Received Date
Floor plan	Proposed	ARC/153/25/06	10.03.2026
Floor plan	Proposed	ARC/153/25/07	10.03.2026
Elevation plan	Proposed	ARC/153/25/08	10.03.2026
Section plan	Proposed	ARC/153/25/09	10.03.2026
Location & Site plan	Proposed	ARC/153/25/10	10.03.2026
Floor plan	Existing	ARC/153/25/01	10.03.2026
Floor plan	Existing	ARC/153/25/02	10.03.2026
Elevation plan	Existing	ARC/153/25/03	10.03.2026
Section plan	Existing	ARC/153/25/04	10.03.2026
Location & Site plan	Existing	ARC/153/25/05	10.03.2026
Supporting Statement	Design, Access and Planning	ARC/153/25 REV 01	10.03.2026

DELEGATED

Case Officer sign/initial JBurrowes Date: 01/05/2026

Authorising Officer sign/initial Guy Everest Date: 01.05.2026