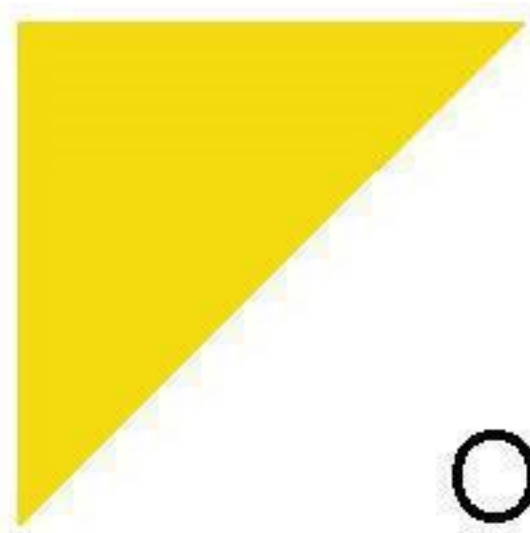




Our Ref: P8348/SW/hr
Planning Ref: DM/26/0988
Date: 29th July 2026



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Dear Sir / Madam

RE: DM/26/0988 Unit 4 York Road, Burgess Hill, West Sussex RH15 9TT

Harris Lamb Planning Consultancy (“*HLPC*”) have been instructed by Howdens Joinery Ltd (“*the Applicant*”) to prepare this cover letter in support of their retrospective application for external alterations at the above site. This application is retrospective. The description of the development is described as follows:

“Use of the unit as Class B8 storage and distribution with ancillary trade counter and installation of new roller shutter and entrance doors including x5 No. new dibond panels and new signage (Retrospective).”

The following drawings and documents are submitted in support of the application:

Site Location Plan	PP-14870846v1-
Existing Site Plan	HJ_BurgessHill_Existing Site Plan
Proposed Site Plan	HJ_BurgessHill_Proposed Site Plan
Existing Internal Floor Plan	HJ_BurgessHill_Master-A1 HJ EXISTING
Proposed Internal Floor Plan	HJ_BurgessHill_Master-A1 HJ PROPOSED NEW DEPOT REV C
Existing Elevation	HJ_BurgessHill_Master-A1 HJ EXISTING ELEVATIONS
Proposed Elevations	HJ_BurgessHill_Master-A1 HJ PROPOSED ELEVATIONS REV A
Lighting information	- Ecolux Mini Product Specification - jcc_jc091007_datasheet
Signage Information	01_HOWDENS_BURGESS HILL

We understand that the works on the Site began on the 23rd March 2026 and were completed on 18th June 2026. The store opened on the 22nd June.

This letter has been prepared to provide further information about the Site and justification for the changes sought within this application.

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Site Description

The application site (*“the Site”*) is located on York Road, shown in Plan PP-14870846v1-. It is within Victoria Industrial Estate in Burgess Hill, a major employment area approximately 1 mile east of the town centre. There is ungated access and egress onto York Road and there is a direct route to the A2300 and A23. The site contains a single building with 32 parking bays and an entrance to the front with additional access to the building to the western elevation.

The building is of a modern warehouse character with a clear internal height of approximately 6 metres with first-floor office accommodation and includes an electric surface-level loading door. The vast majority of surrounding properties are being used for commercial activities, other than the children’s day care centre to the West. There is a trade centre opposite the site to the north of York Road including trade retailers such as Topps Tiles, Screw Fix and Tool Station. These are of a modern warehouses character, but the wider area is mixed use with large corporate offices, manufacturers, a hotel and retail shops. The nearest residential properties are more than 200m north of the site.

Previous Use of Site

The unit was previously vacant before Howdens occupied the Site, and its lawful use at the time appeared to be a mix of B1(c) (now Class E), B2 and B8 uses.

Planning History

Outline Planning Permission granted 14th February 1990 for:

“Outline application for factory and warehouse units 1-6, Class B1(c), B2 and B8 use, vehicle parking and road (ref BH/220/89).”

A copy of this outline permission is appended to this letter but does not appear to be available on the Council’s website as there are limited digital planning records. We do not have a copy of the associated site location plan but the stated address indicates that it includes unit 4, the current application site.

The Development

This application seeks planning permission to confirm the proposed use Class B8 storage and distribution with an ancillary trade counter as well as undertake several changes across the external elevation and new signage as described below.

Location	Proposed changes	Relevant Drawings / information
Northern elevation	- Replacement of entrance double doors and canopy with new Fire Exit with two windows on either side; - Removal of two windows to be replaced with new double entrance doors with new signage above the door and to the west of the door at ground level; and - New signage at first floor level with new down lighting to the signage. - Paved entrance to provide a level approach gradient. - Hedge removal	For elevational changes see: - HJ_BurgessHill_Master-A1 HJ EXISTING ELEVATIONS - HJ_BurgessHill_Master-A1 HJ PROPOSED ELEVATIONS REV A For changes to the landscape see: - HJ_BurgessHill_Existing Site Plan - HJ_BurgessHill_Proposed Site Plan For the signage and lighting information see: - Ecolux Mini Product Specification

		- jcc_jc091007_datasheet 01_HOWDENS_BURGESS HILL
Eastern elevation	New signage at first floor level with new down lighting to the signage. It is important to note that this will partially cover the existing window which will remain in situ.	For elevational changes see: - HJ_BurgessHill_Master-A1 HJ EXISTING ELEVATIONS - HJ_BurgessHill_Master-A1 HJ PROPOSED ELEVATIONS REV A For the signage and lighting information see: - Ecolux Mini Product Specification - jcc_jc091007_datasheet 01_HOWDENS_BURGESS HILL
Western elevation	- New signage at first floor level with new down lighting to the signage - New roller shutter	For elevational changes see: - HJ_BurgessHill_Master-A1 HJ EXISTING ELEVATIONS - HJ_BurgessHill_Master-A1 HJ PROPOSED ELEVATIONS REV A For the signage and lighting information see: - Ecolux Mini Product Specification - jcc_jc091007_datasheet 01_HOWDENS_BURGESS HILL
Southern elevation	No changes	
Internal changes	Several changes to the internal shell are proposed including increasing the size of the existing bathroom to provide an accessible unit as well as the division of the space to provide new office, meeting and design spaces. The new trade counter area will be provided on the north elevation fronting the road. It is proposed to be 78.03 sqm. The applicant is proposing an extension of the floorspace at first floor level using a new mezzanine to provide an additional 68sqm², of storage or usable space. They have also introduced 79sqm of a new Trade Counter. We understand that these changes have been completed following their occupation of the Site. It has not resulted in any external changes to the building or physical footprint and is therefore considered to be in accordance with Section 55(2)(a) of the Town and Country Planning Act 1990.	For information only: - HJ_BurgessHill_Master-A1 HJ EXISTING ELEVATIONS - HJ_BurgessHill_Master-A1 HJ PROPOSED ELEVATIONS REV A

The proposals will provide safe and accessible access to both Howdens trade customers and employees, and the design is consistent with their other sales counter premises elsewhere across the UK. The proposed new signage and associated lighting is considered appropriate because the site sits back slightly from the road. It is of an older warehouse character and therefore requires appropriate and effective signage. The proposed lighting luminosity will be 220 cd/m2.

As will be shown from the information below, the proposals should be considered acceptable in accordance with Local Plan policies and therefore approved by the Local Planning Authority.

Relevant Planning Policies

Section 70(2) of the Town & Country Planning Act 1990 requires local planning authorities to have regard to the provisions of the development plan and any other material considerations; and Section 38(6) of the Planning and Compulsory Purchase Act 2004 states that the determination of a planning application must be made in accordance with the development plan unless material considerations indicate otherwise.

In this case, the relevant Development Plan documents comprise of the:

- Mid Sussex District Plan 2014-2031, adopted March 2018;
- Site Allocations Development Plan Document, adopted June 2022; and
- Burgess Hill Neighbourhood Plan 2015-2031, made January 2016

The application site forms part of a larger area allocated as an Existing Employment Site under Policy SA34 in the Site Allocations DPD. Set out below is a summary of the relevant Development Plan policies and the relevant planning guidance within the Framework in relation to the proposed scheme.

- **Policy DP1: Sustainable Economic Development** – includes making effective use of employment land and premises. The policy allows appropriate intensification, conversion, redevelopment and/or extension for employment uses providing it is in accordance with other policies in the Plan.
- **Policy DP21: Transport** – relates to accessibility and requires development to be designed to adopted standards with appropriate access points and adequate car parking provision.
- **Policy DP29: Noise, Air and Light Pollution** – relates to ensuring protection from unacceptable levels of noise, air and light pollution.
- **Policy DP39: Sustainable Design and Construction** – relates to minimising energy use and using renewable sources.

Site Allocations DPD Policies:

- **Policy SA34: Existing Employment Sites** – this supplements Local Plan Policy DP1 with additional policy requirements to protect existing sites and support appropriate growth

National Planning Policy Framework (2024)

The Framework was published in 2024 focuses on achieving sustainable development with three overarching objectives: economic, social and environmental. Chapter 6 of the Framework concerns building a strong, competitive economy.

Paragraph 85 states:

“Planning policies and decisions should help create the conditions in which business can invest expand and adapt. Significant weight should be placed on the need to support economic growth and productivity taking into account both local business needs and wider opportunities for development.”

Paragraph 87 states:

“Planning policies and decisions should recognise and address the specific locational requirements of different sectors. This includes ... (b) storage and distribution operations at a variety of scales and in suitably accessible locations that allow for the efficient unreliable handling of goods, especially where this is needed to support the supply chain, transport innovation and decarbonization; and (c) the expansion or modernization of other industries of local regional or national importance to support economic growth and resilience.”

Key Planning Considerations

In assessing the proposals, the key planning matters have been considered as follows.

Principle of Development

The site is located within Policy SA34 in the Site Allocations DPD. As the scheme is a retrospective application for the use Class B8 as well as bringing the unit back into use for operation as a storage and distribution employment site within this location, the principle should be considered acceptable. The principle of the proposed elevational changes and signage is also considered acceptable, and the minor alterations are required for operational reasons.

Design

The external changes to the building are minor in nature and similar in design to those on the units opposite the site to the north of York Road, ensuring the building will not appear incongruous when viewed from the street scene or within the industrial context of the area. The removal of some of the windows and installation of a new Fire exit and customer access opposite the existing neighbouring commercial retail sites will ensure consistency in local character.

Although it is presented for information purposes only, the internal changes include a small increase in B8 floor space with an additional area of mezzanine floor. This is considered acceptable in accordance with development plan policies relating to support for intensification within existing employment sites.

Biodiversity Net Gain

The front of the site includes hedges and trees. A section of the hedge which provides a defensive barrier between the building and parking spaces have been removed to deliver the changes the new access at the front of the Site. As this application is for retrospective planning permission, it falls into paragraphs 73(1) and 73(2a) of the Town and Country Planning Act (1990) as amended, meaning that it is exempt from BNG assessment.

Nonetheless, it should be noted, that the loss overall loss was kept to a minimum and is considered minor in nature. The remaining area of hedge and tree remain in situ and there are no plans for any further changes.

Amenity

Due to the distance from residential properties and other neighbouring occupiers, the elevational changes to the building will not impact on loss of light, overbearance or loss of privacy. The building is an established industrial unit and the proposed B8 use and associated elevational changes will not adversely impact on amenity.

Noise

The noise arising from day-to-day operation of the proposed development will not be significant and is comparable to neighbouring uses. There will be no noisy activities, and noise levels will be of a similar nature to those of surrounding businesses.

Highways

As stated above, the site is within an Employment Allocation in the Local Plan and although vacant it has been used previously for industrial and warehouse uses. The change back to a B8 use with internal changes provide extra storage capacity for Howdens to operate effectively and should therefore be considered acceptable in transport and highway terms as it will not generate significantly more traffic than previous uses of the building and surrounding business.

The Site has a capacity for around 32 parking spaces, allowing for the containment of parking within the boundaries of the Site. There are likely to be around 11 employees and there will be visiting trade-customers to the site. It is therefore considered that the proposals overall will have a minor impact upon traffic movement. In addition, the yard area to the west of the building, provides sufficient space for loading and unloading via a forklift truck that will take goods to the building. The area is already separated from the customer parking area via a security barrier and bollards which will remain in situ for the entirety of Howdens operation on the Site. The proposed elevational changes to the building will not require any changes to the access arrangements to the Site. However, as a result of the changes the number of parking spaces has been reduced from 32 parking bay including 1x disabled parking bay to 27 parking bays including 1x disabled bay, as a result of the new roller shutter on the western elevation. The reduction of five parking spaces is considered minor in nature and the Applicant wishes to assure the LPA, that the remaining 27 parking spaces are more than sufficient for their business needs.

Overall, the impact on highways is deemed to be of a minimal impact and the proposals should be considered acceptable in highways terms.

Flood Risk and Drainage

There are no proposals to extend or alter the footprint of the building and therefore the existing drainage will remain unchanged. The Site is entirely within Flood Risk Zone 1.

Opening Hours

The current trading hours of the units would be the same as the existing Howdens depot:

- Monday to Friday – 07:30-17:00
- Saturday – 08:00-16:00
- Sundays and Bank Holidays – Closed

Conclusion

The site is identified within the adopted Mid Sussex District Plan as an existing employment allocation where there is an expectation that employment use will be retained. The proposed use is, therefore, wholly in accordance with the type of uses that the Council wish to see within allocated employment areas.

The proposed external changes to the building are considered appropriate to its setting and do not appear as incongruous. The development will not negatively impact upon technical matters such as highways, flooding, amenity or ecology.

The development will contribute additional employment opportunities to the local area by a successfully growing well-established business. It is therefore, respectfully requested that the Council supports the proposals and grants planning permission.

Yours faithfully

