From: Richard Lee <richard@plandk.com>
Sent: 04 December 2025 14:55:28 UTC+00:00
To: "Community Infrastructure Levy" <Community.InfrastructureLevy@horsham.gov.uk>
Subject: Re: DC/25/1969
Attachments: CIL - revised.pdf

Hi Charlotte,

Please find attached a revised CIL form in respect of the above. Thanks for your help.

Many thanks,
Richard Lee

dkplanning & design
Tel: 01403 241466
Mobile: 07769 952066
Mail: richard@plandk.com

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On Thu, 4 Dec 2025 at 13:05, Richard Lee <richard@plandk.com> wrote:

> Thanks Charlotte - why didn't I see that? I'll send over a revised CIL form.
>
> Many thanks,
> Richard Lee
>
> **dkplanning & design**
> Tel: 01403 241466
> Mobile: 07769 952066
> Mail: richard@plandk.com
>
> **Award winning Architectural design**
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> 
>

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On Thu, 4 Dec 2025 at 12:17, Community Infrastructure Levy <Community.InfrastructureLevy@horsham.gov.uk> wrote:

Hi Richard,

You can put each unit as a separate line and fill in the date unit 68 was last used, i.e.:

	Brief description of existing building/part of existing building to be retained or demolished.	Gross internal area (sqm) to be retained.	Proposed use of retained gross internal area.	Gross internal area (sqm) to be demolished.	Was the building or part of the building occupied for its lawful use for 6 continuous months of the 36 previous months (excluding temporary permissions)?		When was the building last occupied for its lawful use? Please enter the date (dd/mm/yyyy) or tick still in use.
1	No. 70 - office				Yes ☒	No ☐	Date: or Still in use: ☑
2	No. 68 - office				Yes ☒	No ☐	Date: 2/12/2024 or Still in use: ☐

I hope this helps.

Kind regards,

Charlotte Grant
Developer Contributions Technician

Telephone: 01403 215368
Email: Charlotte.Grant@horsham.gov.uk

Horsham District Council

Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB
Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

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Communications received after 5pm will be regarded as being served on the next working day.
Please contact us in advance if your email, including any attachments, is going to exceed 30MB.

From: Richard Lee <richard@plandk.com>
Sent: 04 December 2025 11:04
To: Community Infrastructure Levy <Community.InfrastructureLevy@horsham.gov.uk>
Subject: DC/25/1969

Hi Charlotte,

In respect of the above Prior Notification application, section 7 of CIL form 1 was completed to state that the existing floor space was occupied for its lawful use for 6 continuous months of the 36 previous months and is still in use. While this is correct for no. 70 High Street, this is not correct for no. 68 High Street. Although this unit has been occupied for its lawful use for 6 continuous months within the last 36 months, it has been vacant for approximately the last 12 months. However, there is no option on the CIL form to make this distinction. Please can you advise how you wish to proceed with the CIL form.

Many thanks,

Richard Lee

dkplanning & design

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Mobile: 07769 952066

Mail: richard@plandk.com

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