

From: validation
Sent: 07 September 2026 16:57:41 UTC+01:00
To: "Harry Anderson" <principal@muntham.org.uk>
Subject: RE: Planning Submission Invalid Ref: DC/26/1369
Attachments: Certificate B.pdf, Certificate C.pdf, Certificate D.pdf, Notice 1 for Cert B or C.pdf, Ownership Certificates Location Plans and Red Lines Guidance.pdf

Dear Harry

Thank you for the plans, however they do not meet the validation requirements.

We require:

- Elevation plans (drawn to a scale of 1:50 or 1:100) to include an identifiable scale bar.
- A floor plan; same requirements as above.
- A Location Plan, drawn to a scale of 1:1250 or 1:2500 (rural areas). If there is an issue with shared access, then a certificate of ownership will need to be submitted.

I have attached some guidance notes for you, that should help with drawing up the Location Plan and accessing ownership.

- All plans must be PDF documents.

Please do not hesitate to call, should you have any difficulty.

Kind regards

Julie Moore

Registration and Validation Officer

Telephone: [01403 215286](tel:01403215286)

Email: Julie.Moore@horsham.gov.uk



Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB

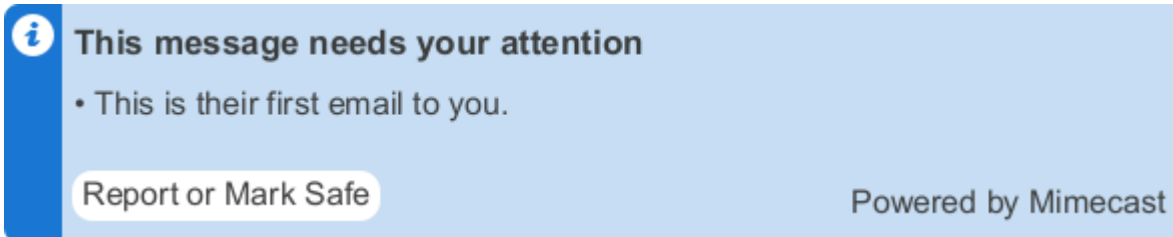
Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

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Please contact us in advance if your email, including any attachments, is going to exceed 30MB.

From: Harry Anderson <principal@muntham.org.uk>
Sent: 03 September 2026 14:48
To: validation <validation@horsham.gov.uk>
Subject: RE: Planning Submission Invalid Ref: DC/26/1369



Dear Sir/Madam,

Thank you for your email dated 28/8/26, regarding the 3 points requested in your letter. I have attached a plan showing the floor plan and height plan detailing the floor plan and the proposed elevation of this building.

Regarding question 3; the Local Plan to show a continuous red line around the site curtilage, I have been unable to do this on the site plan via the portal. The reason for this is that the gap in the red lines shows a drive way of a neighbouring property adjacent to the school. The school therefore does not own this part of the road, hence the gap in the red line.

I do hope that this provides you with the additional information needed, and look forward to hearing back from you shortly.

Many thanks

From: validation@horsham.gov.uk <validation@horsham.gov.uk>
Sent: 28 August 2026 18:59
To: Harry Anderson <principal@muntham.org.uk>
Subject: Planning Submission Invalid Ref: DC/26/1369

We have been unable to validate your application at the present time, please see the attached letter from Horsham District Council for details.

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Harry Anderson
Principal
Muntham House School



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We kindly ask staff to avoid sending or responding to emails outside of these hours to promote a healthy balance between work and personal time.

If your communication relates to a child protection or safeguarding concern, please see our [safeguarding page](#) for further information on how to report it.

Thank you for your understanding and support.