

01 July 2026

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Dear Alice,

The College of Richard Collyer, Hurst Road, Horsham, RH12 2EJ
Planning Application for phased development of a new Technology Centre

On behalf of the College of Richard Collyer, we are pleased to submit the enclosed application for full planning permission. The application is made pursuant to the Town and Country Planning Act (1990) and has the following description of development:

"Phased development of Technology Centre consisting of two buildings, associated landscaping, and reconfigured access and parking."

The College of Richard Collyer is one of the leading sixth form colleges in the country, the largest provider and first choice for A Levels across West Sussex. Collyer's serves students from seven partner schools located in close proximity to Horsham, and across the South East. As a result of sustained growth in student numbers over the last decade, driven by population increases within its catchment area and strong academic performance, the College has experienced a rise in enrolment. This has led to increasing pressure on existing teaching accommodation. In response, the proposed Technology Centre will provide modern, high-quality teaching space which meets the College's current shortfall and helps to future-proof the campus against further growth.

Application deliverables

The application consists of:

- Application form and certificates;
- This Covering Letter (including Draft Head of Terms in Appendix B)
- Application Drawings, as detailed in Appendix A
- Design and Access Statement (inc. Sustainability, Ventilation and Lighting Statements)
- Planning Statement (inc. Open Space, Air Quality and Heritage Statements)
- Statement of Community Involvement
- Transport Statement
- Car Parking Management Plan

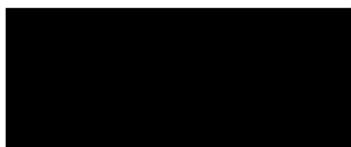
- Flood Risk Assessment & Surface Water Drainage Strategy
- Arboricultural Impact Assessment, Method Statement and Tree Survey
- Biodiversity Net Gain Statement (inc. Habitat Survey report & map; Biodiversity metric)
- Draft Habitat Management and Monitoring Plan
- Statutory Biodiversity Metric Excel
- Preliminary Ecological Appraisal (inc. Bat Survey)
- Noise Statement

Submission and application fee

Documents and drawings have been submitted online via the Planning Portal. The Planning Portal reference for the application is **PP-14984549**, and the application fee of £28,428.00 (+ £91 Planning Portal service charge) has been paid for.

I trust that you have the requisite information to validate the application. Should you require further information, please do not hesitate to contact me on the details noted below.

Yours sincerely



Ellie Jennings
Town Planner

BDP

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E-Mail: Ellie.Jennings@bdp.com

Appendix A – Schedule of Application Drawings

Item	Drawing Name	Drawing Number
1	Site Location Plan	CRC-BDP-XX-00-PL-A-910004
Site Plans		
2	Existing Site Plan	CRC-BDP-XX-00-PL-A-910001
3	Phase 1 - Proposed Site Plan	CRC-BDP-XX-00-PL-A-910002
4	Phase 2 - Proposed Site Plan	CRC-BDP-XX-00-PL-A-910003
Floor & Roof Plans		
5	Phase 1 Building (Phase 1) - Level 0	CRC-BDP-ZZ-00-PL-A-201112
6	Phase 1 Building (Phase 1) - Level 1	CRC-BDP-ZZ-01-PL-A-201122
7	Phase 1 Building (Phase 1) - Level 2	CRC-BDP-ZZ-02-PL-A-201132
8	Phase 1 Building (Phase 1) - Roof	CRC-BDP-ZZ-03-PL-A-201142
9	Phase 1 Building & Phase 2 Building (Phase 2) - Level 0	CRC-BDP-ZZ-00-PL-A-201111
10	Phase 1 Building & Phase 2 Building (Phase 2) - Level 1	CRC-BDP-ZZ-01-PL-A-201121
11	Phase 1 Building & Phase 2 Building (Phase 2) - Level 2	CRC-BDP-ZZ-02-PL-A-201131
12	Phase 1 Building & Phase 2 Building (Phase 2) - Roof	CRC-BDP-ZZ-03-PL-A-201143
Section & Elevations		
13	Phase 1 Building (Phase 1) - Sections	CRC-BDP-ZZ-XX-SE-A-201006
14	Phase 1 Building & Phase 2 Building (Phase 2) - Sections	CRC-BDP-ZZ-XX-SE-A-201007
15	Phase 1 Building (Phase 1) – Northwest & Northeast Elevations	CRC-RSL-ZZ-XX-EL-A-202111
16	Phase 1 Building (Phase 1) – Southwest & Southeast Elevations	CRC-RSL-ZZ-XX-EL-A-202110
17	Phase 1 Building & Phase 2 Building (Phase 2) – Northeast & Northwest Elevations	CRC-RSL-ZZ-XX-EL-A-202101
18	Phase 1 Building & Phase 2 Building (Phase 2) – Southwest & Southeast Elevations	CRC-RSL-ZZ-XX-EL-A-202100
19	Phase 1 Building & Phase 2 Building – Typical Elevation Detail	CRC-RSL-ZZ-XX-EL-A-202150
Landscape Masterplan		
20	Proposed Landscape - Phase 1 General Arrangement Plan Sheet 1 of 3	CRC-BDP-EX-00-PL-L-900101
21	Proposed Landscape - Phase 2 General Arrangement Plan Sheet 2 of 3	CRC-BDP-EX-00-PL-L-900102
22	Proposed Landscape - Phase 1+2 General Arrangement Plan Sheet 3 of 3	CRC-BDP-EX-00-PL-L-900103
Landscape Details		
23	Landscape Typical Detail - Tree Pit Detail	CRC-BDP-EX-00-DT-L-940202
24	Landscape Typical Detail - Soft Build Ups	CRC-BDP-EX-00-DT-L-940101
25	Landscape Typical Detail- Hedge and Chain Link Fence	CRC-BDP-EX-00-DT-L-940201

Appendix B – Section 106 agreement: Draft Head of Terms

Pre-application engagement has confirmed that the proposed development meets the threshold of 'significant' on-site Biodiversity Net Gain, and as such will be secured via a Section 106 agreement. The proposed heads of terms are as follows:

- Payment of the agreed BNG Monitoring Contribution in full to HDC within 10 working days of the commencement of Phase 1 of the development.
- Submission of the Biodiversity Gain Plan and HMMP to HDC for written approval prior to the commencement of Phase 1, with no development to commence until such approval has been obtained.
- Submission of a Completion Date Notice to HDC within 10 working days of the anticipated completion date of the Phase 1 Habitat Creation and Enhancement Works.
- Restriction preventing occupation of Phase 1 of the development until the Habitat Creation and Enhancement Works, as set out in the HMMP, have been completed in full and a Certificate of Completion has been issued by HDC.
- Ongoing retention, management, and maintenance of the Habitat Creation and Enhancement Works in accordance with the HMMP from the Completion Date until at least the 30th anniversary of the later of: the Certificate of Completion, or Practical Completion of Phase 1 of the development.
- Submission of Monitoring Reports to HDC within 20 working days of each monitoring date specified in the HMMP.
- A requirement for the Applicant (the College) to notify HDC of any proposed amendments to the HMMP and to obtain written approval for such changes where necessary.