

Ref:  
Date: 16 September 2026



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Horsham District Council  
Albery House  
Springfield Road  
Horsham  
RH12 2GB

Dear Sir/Madam

**Application for Full Planning Permission**  
**Planning Portal Reference: PP-15204852**

Vail Williams has been instructed by Chess Dynamics Ltd. to submit this full planning application for, '*change of use to Class E(g)/B8 with associated alterations to parking and landscape layout, installation of external plant enclosure and minor alterations to existing building.*' The application is made in respect of the site known as Charwood House, Wilberforce Way, Southwater, RH13 9RT.

The following information has been submitted to support the application:

| Document Name                     | Reference               | Revision No. |
|-----------------------------------|-------------------------|--------------|
| Cover Letter                      | Dated 16 September 2026 |              |
| CIL Additional Information Form   | Dated 4 September 2026  |              |
| <b>Reports</b>                    |                         |              |
| Planning Statement                | Vail Williams LLP       |              |
| Transport Assessment              | Connect Transport       |              |
| Travel Plan                       | Connect Transport       |              |
| Noise Impact Assessment           | Quantum Acoustics       |              |
| Preliminary Ecological Appraisal  | Lizard Ecology          |              |
| Biodiversity Net Gain Assessment  | Lizard Ecology          | Rev 01       |
| Biodiversity Net Gain Metric      |                         |              |
| Landscape Design Strategy         | Lizard Ecology          | Rev 01       |
| Tree survey and Impact Assessment | Keen Consultants        |              |

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| <b>Plans</b>                           |                           |        |
|----------------------------------------|---------------------------|--------|
| Existing Site Location Plan            | 26010-HNW-ZZ-ZZ-DR-A-1000 | P04    |
| Existing Site Survey                   | 26010-HNW-ZZ-ZZ-DR-A-1110 | P02    |
| Existing Ground Floor Plan             | 26010-HNW-ZZ-ZZ-DR-A-1200 | P01    |
| Existing First Floor and Basement Plan | 26010-HNW-ZZ-ZZ-DR-A-1201 | P01    |
| Existing Second Floor Plan             | 26010-HNW-ZZ-ZZ-DR-A-1202 | P01    |
| Existing Elevations 1 of 2             | 26010-HNW-ZZ-ZZ-DR-A-1300 | P01    |
| Existing Elevations 2 of 2             | 26010-HNW-ZZ-ZZ-DR-A-1301 | P01    |
| Proposed Site Plan                     | 26010-HNW-ZZ-ZZ-DR-A-2100 | P08    |
| Proposed Ground Floor Plan             | 26010-HNW-ZZ-ZZ-DR-A-2200 | P03    |
| Proposed First Floor and Basement Plan | 26010-HNW-ZZ-ZZ-DR-A-2201 | P04    |
| Proposed Second Floor Plan             | 26010-HNW-ZZ-ZZ-DR-A-2202 | P03    |
| Proposed Elevations 1 of 2             | 26010-HNW-ZZ-ZZ-DR-A-2300 | P01    |
| Proposed Elevations 2 of 2             | 26010-HNW-ZZ-ZZ-DR-A-2301 | P01    |
| Tree Protection Plan                   | 2591-KC-XX-YTREE-Plan01   | Rev A  |
| Landscape Masterplan                   | LL3832-LAN-DWG-010        | Rev 04 |

I trust you have all the necessary information to assess this application but if you require anything further, please do not hesitate to contact me.

Yours faithfully

Sarah Isherwood MRTPI  
Partner  
For and on behalf of Vail Williams LLP  
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Email: [sisherwood@vailwilliams.com](mailto:sisherwood@vailwilliams.com)

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