St Mary's Church of England Primary School
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The Planning Department
Horsham District Council
Albery House
Springfield Road
Horsham
West Sussex
RH12 2GB

15 September 2026

Dear Sir,

We are needing to increase the space in one of our classrooms to meet the needs of an especially high needs cohort. Boher Architecture of kindly drawn the attached plans for us and completed the Planning Application on our behalf.

We have been advised by both Charlie Boher and builders who have quoted for this work that the extension could be done under Permitted Development but they have cautioned us that it would be wise to apply for planning permission as we are in the Conservation Area.

We would be immensely grateful if you could look at this application as soon as possible and confirm that we may go ahead.

If you have any questions, please do not hesitate to contact me.

Yours faithfully,

Emma McLaughlin
Headteacher