
From: Meg.Bayliss
Sent: 01 November 2023 09:29
To: Rebecca Doody
Cc: Jo.Hopkins-Brown
Subject: RE: Planning Submission Invalid Ref: DC/23/1757
Attachments: Image 2.PNG; Image 1.PNG

Hi Rebecca,

Thank you for your email.

Please see below link for you which will explain why we need a block plan and also where you can purchase one yourself. It has a useful and easy step-by-step guide on how to draw a plan. You will need to add your postcode, select your property, and then draw where on the plan where the frame is – this can be shown very simply with a black box. I have attached screen shots of the drawing bit and what you will need to select to create it.

The block plan is used to show where the frame is, in relation to the rest of your property.

[Buy a planning map - Buy a planning map - Planning Portal](#)

[ReQuestaPlan](#)

Apologies, we do need this as this is a national requirement.

The drawings you provided of the frame were fine, but the block plan is still needed.

Many thanks,

Meg Bayliss

Validation and Appeals Officer (Wed & Thurs)

Telephone: 01403 215598

Email: Meg.Bayliss@horsham.gov.uk



Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

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

From: Rebecca Doody <rdoody@outlook.com>

Sent: 30 October 2023 09:54

To: validation <validation@horsham.gov.uk>

Cc: Jo.Hopkins-Brown <Jo.Hopkins-Brown@horsham.gov.uk>; Meg.Bayliss <Meg.Bayliss@horsham.gov.uk>

Subject: Re: Planning Submission Invalid Ref: DC/23/1757

Good afternoon,

I am so sorry I thought this was no longer needed. I will get this done for you, is there a required format? I have never done this before and am unsure where to start. Do you have any guidance or examples? Also, is there a deadline?

Thank you for your help.

Kind regards
Rebecca

From: validation <validation@horsham.gov.uk>

Sent: 26 October 2023 11:28

To: rdoody@outlook.com <rdoody@outlook.com>

Cc: Jo.Hopkins-Brown <Jo.Hopkins-Brown@horsham.gov.uk>; Meg.Bayliss <Meg.Bayliss@horsham.gov.uk>

Subject: Re: Planning Submission Invalid Ref: DC/23/1757

Good Morning Rebecca

Apologies for the delay in coming back to you. I have checked this and we do require a block plan to be submitted in order to make the application valid.

The requirements are as per the letter of 19th October, as follows:

It is a national requirement for a block/site plan to be submitted. This plan is drawn to a metric scale of 1:200 or 1:500 and should outline the proposed development in relation to the existing buildings, boundaries, adjacent properties, trees and must show any Public Rights of Way footpaths/cycle paths/highways etc. The direction of north and an identifiable scale bar must also be shown. Red and blue outlines are not required, but where included they must match those on the location plan. I have taken screen shots of what you need to do (attached) if needed.

As soon as we have received the plan, we can validate the application for you – please email the plan to validation@horsham.gov.uk

With kind regards

Kath Clegg

Registration and Validation Officer

Telephone: 01403 215454

Email: Kath.Clegg@horsham.gov.uk



Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

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

From: Rebecca Doody <rdoody@outlook.com>

Sent: 23 October 2023 14:20

To: validation <validation@horsham.gov.uk>; Jo.Hopkins-Brown <Jo.Hopkins-Brown@horsham.gov.uk>; Meg.Bayliss <Meg.Bayliss@horsham.gov.uk>

Subject: *asked team to check* Re: Planning Submission Invalid Ref: DC/23/1757

Importance: High

Good afternoon,

My understanding was that this was no longer needed? Can someone please confirm.

Kind regards,
Rebecca

From: validation@horsham.gov.uk <validation@horsham.gov.uk>

Sent: 19 October 2023 14:44

To: rdoody@outlook.com <rdoody@outlook.com>

Subject: Planning Submission Invalid Ref: DC/23/1757

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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Step 2 - Draw your plan

Choose between the two tabs below to begin drawing

[Draw your property boundary](#)

[Draw your proposed development](#)



Rectangle



Circle



Custom shape



Label



Features



Lines



Measured line



Arrow line

Currently selected item

Tool selected - Rectangle

Please note

If you require a plan without any drawings or polygons, then select 'Finalise and checkout'.

Step 1
Choose plan**Step 2**
Draw plan**Step 3**
Finalise plan

Step 1 - Select plan type and download format

File format



Orientation



Location plans

A4

- ☐ 1:1250 (133m x 151m) £11.00
- ☐ 1:1250 (220m x 250m) £17.50

Site plans

A4

- ☒ 1:200 (35m x 40m) £8.00
- ☐ 1:500 (88m x 100m) £8.50

Is the grey box in the right location?

If not, click and drag the box to the location that you need. The interior, not-shaded part of the box, represents your plan area that will be printed.

