

Planning and Economic Growth

Mr Alan Moulton
The Manse Brook Avenue
Bosham
Chichester
PO18 8LQ

Civic Offices
Guildhall Square
Portsmouth
PO1 2AU

Phone:

Our Ref: 20/00957/FUL
Your Ref: 38 Lawrence Road
Change of Us...

17th December 2020

Dear Sir/Madam

LOCATION: 38 Lawrence Road, Southsea, PO5 1NY, ,

PROPOSAL: Change of Use from C4 to mixed C3/C4 use **(20/00957/FUL)**

I would advise you that your **planning application** for the above proposal cannot be registered as the following information is required. If you consider the location or description shown does not accurately describe the proposal, please contact me as soon as possible.

1) Floor plans to the scale of 1:50 or 1:100 area required. If there are no changes to the floor space only existing plans will be needed. If there are changes, proposed floor plans will be needed.

I would be pleased if you could take the appropriate action as indicated above and forward the required details as soon as possible.

PLEASE NOTE: under new guidelines if we do not receive the required information within 28 days your application will be returned to you.

If you require further information or assistance please do not hesitate to contact me on and I shall be pleased to help. If you bring the required details by hand please leave at the City Help Desk on the ground floor of the Civic Offices.

Yours faithfully

Maggie Foley