

**Planning and Economic Growth**

ATP Design Ltd  
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PO13 0UG

Civic Offices  
Guildhall Square  
Portsmouth  
PO1 2AU

Phone:

Our Ref: 20/00967/FUL  
Your Ref: 31 Highland Road - rear  
exten...

21st December 2020

Dear Sir/Madam

LOCATION: 31 Highland Road, Southsea, PO4 9DA, ,

PROPOSAL: Construction of single storey extension to rear, velux windows to front and rear roof slopes, new shop frontage, french doors to first floor and glazed balcony. **(20/00967/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) The second side elevation plan is required. Please update.

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