

**Planning and Economic Growth**

Mr Conner Mallen  
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Civic Offices  
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PO1 2AU

Phone:

Our Ref: 20/01099/HOU  
Your Ref: 58 Chelsea Road,  
Southsea - 4...

30th December 2020

Dear Sir/Madam

LOCATION: 58 Chelsea Road, Southsea, PO5 1NJ, ,

PROPOSAL: Construction of rear dormer **(20/01099/HOU)**

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) Please clarify if the loft conversion is being applied for under this application
- 2) Please provide the other side elevation for existing and proposed plans showing the proposal/alterations. Please submit this at a stated standard metric scale such as 1:50 or 1:100, with a scale bar or dimensions annotated to allow the confirmation of the scale

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

Sarah Lyner

