



Cedar Drive Thrapston Northamptonshire NN14 4LZ
Telephone 01832 742000
Email planning@east-northamptonshire.gov.uk
www.east-northamptonshire.gov.uk

Wythe Holland Limited - Mr John Trotter
10 Emlyn's Street
Stamford
PE9 1QP

Please ask for	Direct Dial	Our Reference	Your Reference	Date
[REDACTED] Planning Services	01832 742207	NE/21/00002/FUL	PP-09183564	12 January 2021

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990

Proposal : Change of use of out-building to Holiday let accommodation and alterations to garden stores. at Guest House Castle Farm Main Street Fotheringhay Northamptonshire PE8 5HZ .

I refer to the above application received on **4 January 2021** but have to advise you that it is **INVALID/INCOMPLETE**. In order to enable further progress to be made, please supply the following:

1. Thank you for the location plan provided with your application, unfortunately it does not accord with our local requirements. As per our local requirements "the application site (including access to the adopted highway) must be edged in red. This red line must include all land necessary to carry out the proposed development (including the land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). Any adjoining land in which the applicant has an interest should be edged in blue. The scale of the location plan must be appropriate to sufficiently identify the site. In most cases an ordnance survey based map to a scale of 1:1250 or 1:2500 will be adequate. It should include a "North" point; It should show surrounding buildings; and It should ideally show two named roads. If an Ordnance Survey map is issued please ensure that a copyright statement is included e.g. 'Contains Ordnance Survey data © Crown copyright [and database right] 2015'" Please provide an amended location plan.
2. As per our local requirements a Heritage impact and justification statement is also required to validate this application, as the site is within a conservation area and abuts an ancient monument site.

Please take the necessary action required to complete this application. **If this is not completed within the next 28 days, the application will be withdrawn and a full re-submission of the application will be required.** In the meantime you should note that the statutory period for the determination of the application may be held in abeyance.

Yours faithfully

[REDACTED]
Technical Officer, Planning Services
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