

**Planning and Economic Growth**

MT Planning  
FAO Mr Mark Tuson  
54 Suffolk Drive  
Whiteley  
PO15 7DJ

Civic Offices  
Guildhall Square  
Portsmouth  
PO1 2AU

Phone:

Our Ref: 20/01246/FUL  
Your Ref:

12th January 2021

Dear Sir/Madam

LOCATION: 25 Shadwell Road, Portsmouth, PO2 9EH, ,

PROPOSAL: Change of use from dwelling house (Class C3) to house in multiple occupancy (Class C4) **(20/01246/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) An Ordnance Survey registered location plan is required at a scale of 1:1250 or 1:2500.

The block plan may be an extraction of the Ordnance Survey registered map and is required to have the registration number on.

2) Question 17 of the application form is required to be selected as 'yes' and the form filled in.

3) This application attracts a planning fee and this must be submitted, the correct fee required is £462.

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