

Mrs Judith Charles  
M3 Architectural Design Ltd  
Basepoint Business Centre  
377-399 London Road  
Camberley  
GU15 3HL

11th January 2021

Dear Sir/Madam

**Town and Country Planning Act 1990 (as amended)**

**APPLICATION NO:** 20/01082/FUL/ADDINF

**DESCRIPTION:** Erection of 1 No. detached dwelling following demolition of existing bungalow plus erection of annexe.

**LOCATION:** Breamar 1 Richmond Road College Town

I am in receipt of your planning application in respect of the above proposal. Before the application can be validated, the following matters require attention:-

- 1 Please submit a parking plan.
- 2 Please confirm whether the roof lights will be flush.
- 3 Please confirm whether the annexe will be used ancillary to the main dwelling.

Please note one further reminder will be sent out after 2 weeks, if I do not receive the requested information within 1 month from the date of this letter, I will have no alternative but to close this application off and no further action will be taken. Should this occur 25% of the planning fee will be retained to cover admin costs.

If you require further assistance, please do not hesitate to call me.

Yours faithfully

***Martina Mackin***

Technical Clerk  
Planning Transport and Countryside  
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**PLACE PLANNING AND REGENERATION**

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