

**Planning and Economic Growth**

Mr Brett Farley  
35 Nutbourne Road  
Portsmouth  
PO6 1NP

Civic Offices  
Guildhall Square  
Portsmouth  
PO1 2AU

Phone:

Our Ref: 20/00902/HOU  
Your Ref: Mr Brett Farley

15th December 2020

Dear Sir/Madam

LOCATION: 35 Nutbourne Road, Portsmouth, PO6 1NP, ,

PROPOSAL: Construction of two storey side extension **(20/00902/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 submit existing and proposed Elevations and Floorplans measured to a metric scale with corresponding scale bars
- 2) Please submit 2 copies of a location plan based on an up-to-date map to a metric scale of 1:1250 with the boundaries of the application site outlined in red and other land in your ownership outlined in blue, clearly displaying the direction North and a valid Ordnance Survey license number. Please note we are unable to accept Land registry plans or Google maps.

Please note that whilst self-surveyed location plans are acceptable in principle, they would need to be of a high standard and meet national requirements in order to be accepted.

- 3) Block Plan required measuring to metric 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

Planning Portal