

**Planning and Economic Growth**

AM Design  
FAO Mr Anthony May  
10 Gold Close  
Fareham  
PO14 1FP

Civic Offices  
Guildhall Square  
Portsmouth  
PO1 2AU

Phone:

Our Ref: 20/01164/HOU  
Your Ref: 20-007-10 Barton Grove

19th January 2021

Dear Mr May,

LOCATION: 10 Barton Grove, Portsmouth, PO3 5TY

PROPOSAL: Construction of two storey rear extension and conversion of integral garage following removal of existing conservatory **(20/01164/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) Site Location Plan D 01 does not include direction 'North'
- 2) Site layout proposed plans have not been submitted.

Existing Site Plan D 02 has been submitted twice as D02 and D03.

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 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 sincerely

Sheila Clarke  
Technical Validation Officer

