

Planning and Economic Growth

Mrs J Green
48 Pound Lane
Marlow
SL7 2AY

Civic Offices
Guildhall Square
Portsmouth
PO1 2AU

Phone:

Our Ref: 20/01259/CPE
Your Ref: 49 Worthing Road

19th January 2021

Dear Mrs Green

LOCATION: 49 Worthing Road, St Jude, Southsea, PO5 2RJ,

PROPOSAL: Application for Certificate of Lawful Development for the existing use as an 8 bed house in multiple occupation (Sui Generis) **(20/01259/CPE)**

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) Your application form states that the property is being used as an 8 bed HMO. Can you please clarify is that is 8 bedrooms/8 persons.
- 2) Site location plan submitted is not valid and does not appear to be an official Copy given that it is 'watermarked', does not show symbol of 'North', does not include OS Licence no, or have a scale or scale bar at 1:1250.

'Under Section 107 of the Copyright, Designs and Patents Act 1988 makes it a statutory requirement that a person must not distribute an unlicensed Ordnance Survey Plan. The unauthorised reproduction and the processing of unlicensed plans is an infringement of Crown Copyright and could amount to an offence by the person submitting the plan. You therefore are requested to submit authorised copies of Ordnance Survey plans, or if you hold a valid Ordnance Survey Paper Map Copying Licence please submit two copies of the site location plan with the outline of the site marked in red, clearly showing the licence number.'

Please note that we are unable to accept Land Registry plans or Google maps due to Copyright.

OS based plans can be purchased from an accredited supplier. The most commonly used ones can be found on the following

https://www.planningportal.co.uk/homepage/4/buy_a_planning_map

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