

Planning and Economic Growth

Keith Russell
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Civic Offices
Guildhall Square
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PO1 2AU

Phone:

Our Ref: 20/01261/ADV
Your Ref: 121 Highland Road
Shopfront

20th January 2021

Dear Mr Russell

LOCATION: Shop, 121 Highland Road, Southsea, PO4 9EY

PROPOSAL: Display of 2 no. non-illuminated fascia signs and 1. non-illuminated projecting sign to shopfront **(20/01261/ADV)**

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 further plans with more details for the fascia and projecting signs. I am unable to complete measurements of the signs to match those given on the application form for height, width, depth, height of letters, ground to base, max projection etc.

2) The submitted plans are not to scale, please submit 3 copies of plans to a metric scale of 1:50 or 1:100. The drawing states 1:50 but 3m measures at 6m.



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