

Planning and Economic Growth

Mr Gordon Smith
26 Old River
Denmead
PO7 6XS

Civic Offices
Guildhall Square
Portsmouth
PO1 2AU

Phone:

Our Ref: 20/01239/HOU
Your Ref:

6th January 2021

Dear Sir/Madam

LOCATION: 28 Everdon Lane, Portsmouth, PO3 5UA, ,

PROPOSAL: Garage conversion to habitable accommodation **(20/01239/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) It is a requirement that all drawings are accompanied by scale bars for every sized used. Please resubmit your drawings with the appropriate scale bar(s) included.
- 2) Please provide the elevations showing the proposal/alterations. Please submit this at a stated standard metric scale such as 1:50 or 1:100, with a scale bar or dimensions annotated to allow the confirmation of the scale
- 3) This application attracts a planning fee and this must be submitted, the correct fee required is £^.
- 4) The proposed site falls within a flood zone you are therefore required to submit two copies of the flood risk assessment. The appropriate forms can be found at the following link <https://www.portsmouth.gov.uk/wp-content/uploads/2020/05/development-and-planning-flood-risk-assessment-and-information-form.pdf>

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

Sarah Lyner