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**City Development -  
Development Management**

Civic Offices  
Guildhall Square  
Portsmouth  
PO1 2AU

Phone: 023 9284 1152

Our Ref: 21/00008/PACOU

11th March 2021

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACTS – RECEIPT OF APPLICATION**

LOCATION: 31 Highland Road, Southsea, PO4 9DA

PROPOSAL: Application for prior approval (Class O) for the change of use of part of ground floor from offices (Class B1) to 1no. one bedroom flat (Class C3)

Application Type: Commercial Prior Approvals

An application for the above proposal was received on 3rd March 2021, **please contact the case officer immediately if you consider the location or description shown does not accurately describe the proposal.**

I hereby acknowledge receipt of the fee of £96.00.

You should expect to receive a decision notice for this application by 28th April 2021. It is now our practise to determine applications on the basis of the information as submitted. Further amendments will only be accepted if the application can still be determined by the date shown above. This may not be the case if the changes to the application require re-advertising.

Before we publish planning documentation on our website, we will take all reasonable steps to remove personal (not business) telephone numbers, email addresses & signatures from planning applications.

It is important that you carefully read the enclosed 'Notes Relating to Your Planning Application' which includes important information relating to the procedure for submitting an **appeal**.

If you require further information or disagree with the described location and proposal please contact Mr Matthew Garrad on 07787 285 354.

Yours faithfully

Mr Oliver Farr  
Technical Validation Officer



# NOTES RELATING TO YOUR APPLICATION

Please contact the case officer **immediately** if you consider the location or description shown in the letter does not accurately describe the proposal. Their direct line telephone number and the application reference number are shown in the acknowledgement letter with these notes.

You should also contact the case officer if you have any queries, or wish to discuss the progress of the application. You may visit the Ground Floor Reception of the Civic Offices between 8.30 am to 5.00 pm on Monday to Thursday and between 8.30 am to 4.00 pm on Friday, but it is recommended that you telephone to make an appointment if you wish to see the case officer.

The application should be available to view online after 3 working days from the date of the acknowledgement letter at [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk).

You will be contacted if:-

- (a) any additional information is required; or
- (b) an adjustment of the fee is necessary or the fee cheque has been dishonoured; or
- (c) the application is referred to the Secretary of State for Communities and Local Government; or
- (d) the application is subsequently found to be invalid.

## NEIGHBOURHOOD NOTIFICATION & SITE NOTICES

We normally write to the occupiers of addresses in the vicinity of the application site, setting out brief details of the application proposals, but you (or your client) may also wish to inform local residents that this application has been made. We will also be arranging for a site notice (or notices) describing the application to be displayed near the site.

## DEPUTATIONS

In addition to expressing views in writing, the city council allows members of the public, including applicants (or their agents), to address the Development Control Committee when a planning application is to be considered by the committee. This is known as a deputation. If an objector make a request for a deputation you will then have the right to address the Committee. However, you will not be able to make a deputation if there has been no request from a third party.

To enable the city council to provide a speedy and efficient service and to determine as many applications as possible within 8 weeks (13 weeks for major applications), the Assistant Director - City Development is authorised to determine many types of applications under delegated powers.

If you or your client wish to address the committee please contact Development Control Administration - telephone (023) 9283 4339 at the earliest possible time, for full details of the deputation procedure. An answerphone is available on this number outside office hours. You can also contact them by e-mail - [planning.reps@portsmouthcc.gov.uk](mailto:planning.reps@portsmouthcc.gov.uk).

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You can get this Portsmouth City Council information in large print, Braille, audio or in another language by calling 023 9268 8832.

