

Christian Leigh  
Leigh □ Glennie Ltd  
6 All Souls Road  
Ascot  
SL5 9EA

12th February 2021

Dear Sir/Madam

**Town and Country Planning Act 1990 (as amended)**

**APPLICATION NO:** 21/00147/REM/ADDINF

**DESCRIPTION:** Submission of Reserved Matters for appearance, landscaping and scale pursuant to Outline Planning Permission 19/00140/OUT for erection of detached house with garage

**LOCATION:** Towsbourne Winkfield Lane Winkfield

I am in receipt of your planning application in respect of the above proposal. Before the application can be validated, the following matters require attention:-

- 1 Please provide the plans, elevations and roof plan for the garage.
- 2 The roof lights appear to be missing from the roof plan, please could they be added. Could you also confirm whether the roof lights will be flush? If they protrude then please show this on the rear elevation.

Please note one further reminder will be sent out after 2 weeks, if I do not receive the requested information within 1 month from the date of this letter, I will have no alternative but to close this application off and no further action will be taken. Should this occur 25% of the planning fee will be retained to cover admin costs.

If you require further assistance, please do not hesitate to call me.

Yours faithfully

***Martina Mackin***

Technical Clerk  
Planning Transport and Countryside  
email; [Martina.Mackin@bracknell-forest.gov.uk](mailto:Martina.Mackin@bracknell-forest.gov.uk)  
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**PLACE PLANNING AND REGENERATION**

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