

Planning and Economic Growth

Architectural Planning Limited
FAO Lauence Reed
1A Nutbourne Road
Sandy Point
Hayling Island
PO11 9RT

Civic Offices
Guildhall Square
Portsmouth
PO1 2AU

Phone:

Our Ref: 20/01333/HOU
Your Ref: Augustine Road,
Portsmouth

2nd February 2021

Dear Mr Reed

LOCATION: 32 Augustine Road, Portsmouth, PO6 1HZ

PROPOSAL: Installation of additional bedroom window to existing South facing dormer **(20/01333/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) Existing & Proposed Plans have no scale bars

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) Householder Notice 13 has been submitted with this application. This notice applies if ownership Certificate C or B has been completed on the application form. Certificate A is completed on the application form. There is only 1 property at the site and if Mr Jenkins is the owner of the property, then Certificate A would apply with no need for Notice. Please confirm if Certificate A is correct.

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