

The Occupier

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## **Planning & Economic Growth**

Civic Offices  
Guildhall Square  
Portsmouth  
PO1 2AU

Phone: 023 9284 1048  
[planning.reps@portsmouthcc.gov.uk](mailto:planning.reps@portsmouthcc.gov.uk)

Our Ref: 21/00010/PACOU  
24th March 2021

Dear Sir/Madam

LOCATION: 117 Stansted Road Southsea PO5 1SB

PROPOSAL: Application for prior approval (Class O) for the change of use from office (Class B1) to two bedroom dwellinghouse (Class C3) **(21/00010/PACOU)**

The above planning application has been received by the City Council, you are advised to familiarize yourself with the plans to ensure that you understand what is being proposed.

You can look at a copy of the application and plans and they should be available to view online within 3 working days following this link [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk) you can also make comment via this link and track the progress of the application. Alternatively the plans are available to view at the ground floor reception of the Civic Offices, between 9.00am and 4pm Monday to Friday.

Guidance notes on how to make comments/speak at committee are available online using the above link, if you are unable to access this website please use the above number to obtain a paper copy. Only a small number of applications are determined by the Planning Committee, you will not be notified of this application going to Committee unless you have requested to speak, you can track the progress of this application by using the link above or contact the Planning Service.

Your views must be received by **21 April 2021** your response will not be acknowledged but will be displayed on the website. The Local Government (Access to Information) Act 1985 allows all comments to be seen by the public, including the applicant(s). As your letter will be displayed on the website, you may wish to print rather than sign your name and not include telephone numbers, however, before publishing we will take all reasonable steps to remove personal telephone numbers, email addresses & signatures.

The Ward Councillors for the site are listed below.

#Councillor Steve Pitt C/o Members Room Civic Offices Guildhall Square  
(07966) 763635

Councillor George Fielding C/o Members Room Portsmouth City Council Civic Offices

#Councillor Suzy Horton C/o Members Room Portsmouth City Council Civic Offices  
(07973) 269105  
*#Member of Planning Committee*

The case officer who will be dealing with this application is **Hannah Goldsmith** and can be contacted on 023 9284 1048.

Yours faithfully

Hannah Goldsmith  
Planning Case Officer

