

Planning and Economic Growth

Mr Andrew Wood
84 Francis Avenue
Southsea
PO4 0HP

Civic Offices
Guildhall Square
Portsmouth
PO1 2AU

Phone: 023 9268 8971

Our Ref: 21/00013/HOU

25th March 2021

Dear Mr Wood

LOCATION: Garages between 84 and 86 Francis Avenue, Southsea, PO4 0HP

PROPOSAL: Construction of garage following demolition of five existing garages, and resurfacing of shared access road **(21/00013/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) Application Form

You are required to complete an application form for Full Planning Permission rather than a Householder Application Form. You can either resubmit via the Planning Portal or complete and return the enclosed PDF version.

2) Fee

In order for me to work out the appropriate fee for this planning application, please can you confirm the existing floorspace of the five garages and the proposed floorspace of the single garage.

3) Ownership Certificate

I note you have completed Certificate A. For our records, please can you confirm that no other person has a freehold or leasehold interest with at least 7 years left to run on any of the existing garages.

4) Location Plan

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is an infringement of Crown Copyright and could amount to an offence by the person submitting the plan. You therefore are requested to submit authorised copies of Ordnance Survey plans, or if you hold a valid Ordnance Survey Paper Map Copying Licence please submit two copies of the site location plan with the outline of the site marked in red, clearly showing the licence number.'

5) Scale bars

It is a requirement that all drawings are accompanied by scale bars for every size used. Please resubmit all plans with appropriate scale bars included.

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 023 9243 7986 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



Rebecca Altman
Principal Planning Officer