

Mr Keith Yoganathan  
Integer Consultants Ltd  
Unit 11 Rockware Business Centre  
5 Rockware Avenue  
Greenford  
UB6 0AA

10th February 2021

Dear Sir/Madam

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

**APPLICATION NO:** 21/00081/FUL/ADDINF

**DESCRIPTION:** Section 73 application to vary condition 02 (Approved Plans) of planning permission 17/00183/FUL for the erection of 3 storey building with accommodation in the roof space to provide a 14 bedroom HMO (House in Multiple Occupation) following demolition of the existing building (nine bedroom HMO). [Note for Clarification: this application is to reduce the number of windows on side elevation, internal alterations and changes to rear].

**LOCATION:** Ascot House Rectory Close Bracknell

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 Elevation plans have not been submitted with your application. Do not submit the additional plans via the planning portal. Please submit by email directly to myself.

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

**Sandra Chapman**

Technical Officer  
Planning Transport and Countryside  
email; [sandra.chapman@bracknell-forest.gov.uk](mailto:sandra.chapman@bracknell-forest.gov.uk)  
direct line; 01344 351195

**PLACE PLANNING AND REGENERATION**

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