Portsmouth
CITY COUNCIL

Planning & Economic Growth

Civic Offices
Guildhall Square
Portsmouth
PO1 2AU

Phone: 07787 285 354
Our Ref: 21/00434/LBC
planning.reps@portsmouthcc.gov.uk

15th April 2021

The Occupier
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Dear Sir/Madam

LOCATION: 5 Kent Road Southsea PO5 3EG

PROPOSAL: External alterations to replace existing door and window to rear extension with French doors **(21/00434/LBC)**

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.

Due to the current restrictions our ability to conduct site visits is limited. Should you with to draw the Case Officer's attention to any particular view, or feature, or part of the local character, beyond what you may submit in writing, please send in photos, or perhaps a 'virtual' site visit/video. This will enable the Case Officer to better assess the proposals and any comments you may have.

You can look at a copy of the application and plans and they should be available to view online following this link www.portsmouth.gov.uk you can also make comment via this link and track the progress of the application. ***Unfortunately, due to the current restrictions because of the COVID 19 virus our offices are not open to the public. If you are unable to access the plans online please contact 02392 834339 and we will send paper copies of the plans. Please note this is a voicemail service, please provide the application reference number, your address and your contact telephone number. We will only hold this on a database until the application has been determined.***

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 **4 June 2021** ***The Council's Development Management service has made revisions to its own consultation and engagement process by changing the formal statutory consultation period for inviting comments on planning applications, from the statutory minimum 21***

days (3 weeks) to 42 days (6 weeks). It is recognised that, at this time, there are concerns that individual householders may be less likely to be aware of planning applications in their neighbourhood due to their inability (particularly if they are self-isolating or shielding) to leave their property and view site notices. Furthermore case officers (including specialist consultees) may need to undertake case by case risk assessment prior to undertaking any site visit to ensure the protection of their wellbeing and others. These revised processes will be reviewed as lockdown restrictions become relaxed or removed.

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 Judith Smyth C/o Members Room Portsmouth City Council Civic Offices

#Councillor H Mason 32 Chelsea Road Southsea PO5 1NJ
(023) 9281 6794
Councillor Graham Heaney C/o Members Room Civic Offices

#Member of Planning Committee

As this is a householder application relating to development of an existing dwellinghouse, in the event of an appeal against a refusal of planning permission, any representations made about this application will be sent to the Secretary of State, and there will be no further opportunity to comment at appeal stage.

The case officer who will be dealing with this application is **Mr Matthew Garrad** and can be contacted on 07787 285 354.

Yours faithfully

Mr Matthew Garrad
Planning Case Officer