

Mr David Scammell  
40 Manor Court Road  
Hanwell  
London  
W7 3EL

26th April 2021

Dear Sir/Madam

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

**APPLICATION NO:** 21/00431/FUL/ADDINF

**DESCRIPTION:** Conversion of existing garage and attached building and erection of a single storey extension forming additional habitable accommodation ancillary to the existing dwelling.

**LOCATION:** 3 Wilberforce Way Bracknell Berkshire

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 Confirmation that the proposed extension is to be used ancillary to the existing dwelling and that there is no encroachment onto the neighbouring property.

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

***Tracy Marlow***

Planning Support Manager  
Planning Transport and Countryside  
email; [tracy.marlow@bracknell-forest.gov.uk](mailto:tracy.marlow@bracknell-forest.gov.uk)  
direct line; 01344 351135

**PLACE PLANNING AND REGENERATION**

Bracknell Forest Council, Time Square, Market Street, Bracknell, Berkshire RG12 1JD  
T: 01344 352000 Minicom: 01344 352045 [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk)