



Mr J Cartwright
1 Cyprus Row
Twywell
Northamptonshire
NN14 3AH

Ask for: Erika Davies
Telephone: 01832 742207
Planning Services
Our Ref: NE/21/00726/FUL
Your Ref:
Date: 10 May 2021

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Proposal : Replacement of felt roof and timber porch with tiled timber clad lobby at 1 Cyprus Row Twywell Northamptonshire NN14 3AH .

I refer to the above application received on **30 April 2021** but have to advise you that it is **INVALID/INCOMPLETE**. In order to enable further progress to be made, please supply the following:

1. Thank you for the drawings submitted with your application, unfortunately they do not accord with our local requirements. As per our published Local Requirements, "All plans and drawings must be drawn to an appropriate metric scale (1:50 or 1:100) and have all relevant dimensions of the key elements of the proposal clearly written. This includes the height, length, width and (if relevant) the distance from the site boundary of any proposed works. We require this so that the proposed dimensions are clear when plans are viewed online." This is required as we now run a completely paperless planning office.

Please provide amended drawings including all relevant dimensions of the proposal:

- Floor plan with dimensions - It should show the floor layouts of each storey to be built or altered. They may be drawn separately or the new work may be indicated by shading etc.
- Elevations annotated with all height dimensions - They should show all faces of the building affected by the works, including blank walls. Where the elevation adjoins or is in close proximity to another building these drawings

should show the relationship between the buildings and the position of openings on each property. Existing and proposed drawings should be submitted. Again, they may be drawn separately or the new work may be indicated by shading.

- Photographs of the development (before and after) may also be acceptable. For examples of these, please see pages 8 - 13 of our local requirements https://www.east-northamptonshire.gov.uk/downloads/download/2474/local_list_of_information_requirements

This will allow the officer to assess any potential visual impact of the scheme.

2. As per our published list of Local requirements, a Heritage Impact and Justification statement incorporating a design and access statement is required to validate your application- as the application site is in a Conservation Area. Please provide this statement which should be proportionate to the development proposed.

Please take the necessary action required to complete this application. If this is not completed within the next 28 days, the application will be withdrawn and a full re-submission of the application will be required. In the meantime you should note that the statutory period for the determination of the application may be held in abeyance.

Please note that North Northamptonshire Council prefers to receive all communication electronically.

For details of how we treat your data, please see our Privacy Statement: www.northnorthants.gov.uk/privacynotices

Yours faithfully

Erika Davies
Technical Officer, Planning Services