

Planning and Economic Growth

Mr Gavin Cockburn
7, Gloucester View
Southsea
PO5 4EB

Civic Offices
Guildhall Square
Portsmouth
PO1 2AU

Phone:

Our Ref: 21/00581/PLAREG &
21/00582/LBC
Your Ref: Replacement Windows

7th May 2021

Dear Mr Cockburn

LOCATION: 7 Gloucester View, Southsea, PO5 4EB

PROPOSAL: Replacement of existing 2 sash windows to front elevation
(21/00581/PLAREG)

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) OS Site Location Plan - scale 1:1250

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Please note that we are unable to accept Land Registry plans or Google maps due to Copyright.

- 2) Heritage Statement

The property is a listed building and within a Conservation Area

.The content and level of detail for a heritage statement should be proportionate to the importance of the asset and no more than is sufficient to understand the potential impact of the proposals on the significance of the asset.

3) Window Details

It would be useful if you could provide manufacturers details of the replacement windows that you propose to install.

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 and I shall be pleased to help. .

Yours sincerely

Sheila Clarke
Technical Validation Officer