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Ask for:	Erika Davies
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Planning Services	Planning.ENC@northnorthants.gov.uk
Our Ref:	NE/21/00969/FUL
Your Ref:	PP-09945176
Date:	23 June 2021

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Proposal : **Single storey rear extension; first floor extension to create an additional bedroom and addition of front canopy at Manorfields Caldecott Chelveston Wellingborough Northamptonshire NN9 6AR .**

I refer to the above application received on **16 June 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. Please confirm in writing that you are happy with the amended description as given above. This amendment is suggested as descriptions for applications need to be clear, concise and precise.
2. As per our Published Local Requirements the site plan (1:500) should include your proposals for on-site access and parking. Please provide an amended site plan showing your proposals for car parking.
3. Thank you for the drawings submitted with your application, even though the scale used has been given no dimensions have been provided, additionally the existing elevations appear to be mislabelled and do not match the proposed elevations with two of the existing elevations identified as "South- West Elevation". 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:

- Dimensions for the existing and proposed floor plan;
- Dimensions for the existing and proposed elevations annotated with all height dimensions and clearly identified;

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

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 If this is not completed within the next 28 days, the application will be withdrawn and a full re-submission of the application will be required.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