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Ask for:	Erika Davies
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Planning Services	Planning.enc@northnorthants.gov.uk
Our Ref:	NE/21/01069/FUL
Your Ref:	PP-09997866
Date:	13 July 2021

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Proposal : **Single storey ancillary accomodation to replace existing single garage. at Pond Yard 32 Back Lane Collyweston Northamptonshire PE9 3PJ .**

I refer to the above application received on **7 July 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 provide a location plan, to a scale of not less than 1:1250, showing the location of the site edged in red, this line must include all land necessary to carry out the proposed development (including the land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings), any adjoining land in which the applicant has an interest should be edged in blue, the plan must include a "North point", if an Ordnance map is issued please ensure a copyright statement is included e.g. 'Contains Ordnance Survey data © Crown copyright [and database right] 2015'. This is required as the Ordnance Survey is tightening up on infringement on their copyright.
2. Please provide a site plan to a scale of 1:200 or 1:500, including a "North" point and showing your proposals for the new works in relation to the site boundaries and other buildings within and surrounding the site, on-site access and parking.
3. 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

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

4. Please be aware that we are awaiting the transfer of the fee payment from the Planning Portal. This application will be valid once the fee has been received by ENC and the point/s above has been addressed.

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