

Paul Scarlett - Brown And Scarlett  
Ltd  
1 Old Hall Barns  
Thurston Road  
Pakenham  
Suffolk  
IP31 2NG

Please ask for: Victoria Gross  
Direct Line: 01284 757627  
Email: victoria.gross@westsuffolk.gov.uk

Application No: DC/21/1628/HH

Today's Date 1 September 2021

Dear Sir/Madam,

**Proposal**      **Householder planning application - ancillary, single storey accommodation**

**Location**      **Cages Farm, Tuffields Road, Whepstead, Bury St Edmunds, Suffolk, IP29 4TL**

**Applicant**      **Mr And Mrs J Martyn**

Thank you for your application in respect of the above property. Unfortunately we are unable to process it as the information you submitted was incomplete. Please submit the following outstanding information to enable your application to be processed.

- 1 Your elevations and floor plans do not match. Your elevations show three roof lights on the east elevation, however there are only two shown on the floor plan, on opposite sides to each other (over dark room and WC). Your west elevation also shows two windows with shutters but only one is shown on the floor plan. Please amend accordingly.
- 2 A fee of £206.00 is required for this application. Please pay online by debit/credit card at <https://www.westsuffolk.gov.uk/doi/pay.cfm>. Please quote application no. DC/21/1628/HH and forward a copy of your receipt to [planning.technical@westsuffolk.gov.uk](mailto:planning.technical@westsuffolk.gov.uk)

Please send us the additional documents/amendments **within 24 hours** from the date/time of this email. If you are unable to provide this information within this timescale your application will be placed to the back of the validation queue. If we do not receive the above information within **2 weeks (by 15 September 2021)** your application will be returned along with your fee.

**Please send any amendments or additional information back via my email address [victoria.gross@westsuffolk.gov.uk](mailto:victoria.gross@westsuffolk.gov.uk) stating your planning reference.**

A checklist of the requirements for validation is available to view on the planning section of our website

[http://www.westsuffolk.gov.uk/planning/planning\\_applications/chooseplanningapp.cfm](http://www.westsuffolk.gov.uk/planning/planning_applications/chooseplanningapp.cfm)

If I can be of further assistance please do not hesitate to contact me.

Yours faithfully

*Victoria Gross*

Victoria Gross  
Planning Support Officer