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Date 1 October 2021
Our Ref 21/01510/CLP

Contact Ade Balogun
Email businessadminhub@epsom-ewell.gov.uk

Dear Sir/Madam,

**Town and Country Planning Act 1990 (As Amended)
38 Thorndon Gardens, Ewell, Surrey
Formation of new vehicular crossover involving drop kerb (Application for a Certificate of Lawful Development).**

Thank you for your planning application which was received on 14 September 2021. We have checked the application and have found that it is invalid. This means that we cannot currently accept it for registration. The following details must therefore be submitted for the application to be registered:

1 Following the review of your application, which includes dropped kerb (involving vehicular access). You will have to use a full planning application form for this type of application. The reason being is that your the proposed works will be carried out outside the curtilage of your site/redline boundary, therefore application for Certificate of Lawful Development cannot be issue for such, but permission is required from Epsom and Ewell Borough Council for such work on public footpath and highways. Please submit an application for a Full Planning Permission via planning portal website. You need to withdraw this current application by sending an email request to BusinessAdminHub@epsom-ewell.gov.uk to withdraw this application and request refund of the fee received by the Council. You can resubmit a new application, using the correct full planning application form via planning portal, which also require planning application fee of £234. You will need to submit with the application the following document/Plans: o Site Location Plan at scale 1:1250 with the site boundary lines highlighted in red around the application site. o Existing and Proposed Block Plan at scale 1:200 or 1:500, the Proposed Block Plan must demonstrate the location of the drop kerb and the dimension of the drop kerb and crossover. Please send an email requesting the withdrawal of the current CLP application.

I would be grateful to receive these details by 22 October 2021. If I do not receive them by this date I will return the application to you.

Yours faithfully,

Ade Balogun

Planning Officer