



Artifex Conservation Architects Ltd - Mrs Fiona Russek
No 2 Cambridge Villas
Cambridge Road
Godmanchester
PE29 2BS

Ask for: Sharon Horner
Telephone: 01832 742001
Planning Services
Our Ref: NE/21/01765/FUL
Your Ref: PP-10448426
Date: 8 December 2021

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

**Proposal: Orangerie extension at East Wing Clopton Hall Main Street
Clopton Kettering Northamptonshire NN14 3DZ.**

I refer to the above application received on **6 December 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. Thank you for the drawings submitted with your application, although some dimensions have been provided. 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 site layout/block plan. The plan must be to a scale appropriate to the site and development (normally 1:500 or 1:200), showing distances from the site boundary of the proposed works (Drawing No. CO.EW.P04).

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

2. The submitted 'location plan', does not include the access within the red outline. Unfortunately, we are not able to accept this plan, as per National requirements, http://www.east-northamptonshire.gov.uk/downloads/file/9124/local_list_of_information_requirements a continuous red line should be around the entirety of the site, up to and including the access to the highway. Please provide an amended location plan accordingly.
3. All applications involving operational development on sites that contain trees, or where they are present on an adjacent site, will be required to be accompanied by the arboricultural reports/plans detailed below:
 - Tree Survey
 - Finalised tree retention/removal plan
 - Tree protection plan
 - Retained trees and root protection areas shown on proposed layout plan
 - Arboricultural Impact assessment

All documents must be in accordance with guidance set out in 'BS5837:2012: Trees in relation to design, demolition and construction' and the Council's Trees and Landscape SPD as per our published Local Requirements As per our published list of Local Requirements http://www.east-northamptonshire.gov.uk/downloads/file/9124/local_list_of_information_requirements

For further information or advice, please contact our Senior Tree and Landscape Officer: Brian Ogden on 01832 742148 or Brian.Ogden@northnorthants.gov.uk

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 NNC and the point/s above have 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

Sharon Horner
Technical Officer, Planning Services