

Victoria Potts BA (Hons) DIPTP, MRTPI  
Head of Place Development



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Date 25 January 2022  
Our Ref 21/01810/FLH

Contact Planning  
Email [BusinessAdminHub@epsom-ewell.gov.uk](mailto:BusinessAdminHub@epsom-ewell.gov.uk)

Dear Sir/Madam,

**Town & Country Planning Act 1990 (as amended)**  
**Proposed Development at 19 Derek Avenue, West Ewell, Epsom**  
**Conversion of garage into habitable space and erection of first floor side extension**

Thank you for your above application which was registered as valid on 14 January 2022. I also acknowledge receipt of your payment of £206.00.

We may need to contact you in due course, particularly if access to the site is required so that we can undertake a site visit. If you would like to know how your application is progressing you can do this by visiting public access on the planning pages on our website <https://www.epsom-ewell.gov.uk/residents/planning> or contact Customer Services on the above email or telephone 01372 732000.

If, by 11 March 2022 you have not received notification of the decision and have not agreed with us an extension of time, you may appeal to The Planning Inspectorate within the timescales set by the Planning Inspectorate. Appeals must be made on a form which is obtainable from The Planning Inspectorate <https://www.gov.uk/planning-inspectorate>

Many applications are dealt with by officers under delegated powers. However, if your application is considered by the Planning Committee, there may be an opportunity for you to speak to the Committee in favour of your proposals. In this respect you are advised to contact Customer Services for further information about the date of the Committee and the procedures involved.

You are also reminded that your proposal may also require consent under the Building Regulations. For further information please contact Epsom & Ewell Borough Council Building Control on 01372 732000 or [contactus@epsom-ewell.gov.uk](mailto:contactus@epsom-ewell.gov.uk)

Please be aware that the planning service is currently receiving an extremely high volume of planning applications. As a consequence, we are experiencing significant delays and it may take more time than usual to process your application, for which we apologise.

Case officer workloads are currently high. Officers are working hard to deal with the backlog of applications; however, unless your application is overdue, please could we ask that you avoid contacting the case officer or our Customer Team.

We apologise sincerely for any inconvenience that this may cause you.

Yours faithfully,

A handwritten signature in black ink that reads "V Potts." The signature is written in a cursive style with a period at the end.

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