

Mr Richard Horton
Christchurch House
Sixteen Foot Bank
Christchurch
Wisbech
Cambridgeshire
PE14 9NJ

Contact: Rebecca Edgson
Development Services
Direct Dial Tel: 01354 622528
E-mail: redgson@fenland.gov.uk

Our ref: 22/0031/INVAL
Your ref:

27 January 2022

Dear Mr Horton

Certificate of Lawful Use (Proposed) to a Listed Building: Installation of Air Conditioning/Heating Units at Christchurch Farm Sixteen Foot Bank Christchurch Wisbech Cambridgeshire PE14 9NJ

Thank you for your planning application received on 26 January 2022.

In order for us to be able to validate your application, please provide the following.

1 Location Plan

Please amend the red line to only go around your residential curtilage and your access to meet the highway. You can look at a previous application (eg F/YR14/0293/F) for guidance. Please also note that your plan does not measure to the correct scale.

2 Block Plan

A block plan is required as part of this application, showing the proposal in relation to existing features surrounding the site.

Where applicable the block plan should accurately show:

- a) The proposed development in relation to the site boundaries and other existing buildings on the site, and a footprint of any buildings to be demolished on site.
- b) All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- c) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development.

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- d) The position of boundary treatments such walls or fencing where they are proposed, with the heights clearly marked.
- e) Existing and proposed parking provision.
- f) The extent and type of any proposed hard surfacing.

This plan should be at a recognised scale such as 1:100, 1:200, and 1:500.

For the avoidance of doubt, 'Do not scale' quoted on plans will not be accepted.

Please indicate your proposal on the plan.

3 Existing and Proposed Elevations

Elevation drawings are required as part of this application. All drawings must be to a recognised scale of 1:50 or 1:100 and be correctly labelled to indicate whether they are north, south, east or west elevations. All elevations that are to be altered as a result of the proposed works are required.

This is to enable us to accurately site the equipment on/adjacent to the building and to accurately assess its visual impact.

For the avoidance of doubt, 'Do not scale' quoted on plans will not be accepted.

If you require assistance or further information please contact me using the above telephone number or email address or visit our website at:
www.fenland.gov.uk/planningandbuilding

Please be advised that if the information required in order to make the application valid is not received by **27 July 2022** the application will be withdrawn and any fee paid refunded in due course.

Please note: if this is a retrospective application relating to an enforcement case, a valid application may be required before the above date.

Yours sincerely

Rebecca Edgson
Senior Technical Support Officer

Data Protection Act 2018

To provide you with our services we will need to record personal information, such as your name and address. This information will be kept securely and only accessed by approved staff. We will not share your information with anyone else without telling you first. Please note however that all planning files are public documents and are open for inspection. Applications are also displayed on the Fenland District Council website. If you would like more details about how we protect personal information then please contact our Data Protection Officer.