

Our Ref: 22/01692/HFUL
Portal Ref: PP-02201692

10 May 2022



Mr Stephen Friday
16 Willow Way
Hauxton
Cambridge
CB22 5JB

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

www.scambs.gov.uk | www.cambridge.gov.uk

Dear Mr Friday

**South Cambridgeshire District Council
Application for Planning Permission**

Proposal: Single storey rear extension

Site address: 18 High Street Cottenham Cambridgeshire CB24 8SA

Your client: Mrs Sharon Ogden

I have checked the above application received on 7 April 2022 and am currently unable to register it as a valid application as it does not meet the requirements detailed on our published validation checklist.

What you need to do

The following item(s) need your attention:

1. The location plan submitted is unclear as to the extent of the site. Please provide an amended location plan which shows the site clearly outlined in red including access to and from the public highway.
2. Please remit the fee of £206 due for this application type. This fee can be paid by debit/credit card by calling our Customer Contact Centre on 01954 713 000
3. As the site falls within a designated conservation area please provide a Heritage Statement.

If you are providing revised or additional documents please can you email them to planning@greatercambridgeplanning.org quoting your planning reference number.

A decision on your application will be delayed

Your application will not be registered or formally acknowledged until receipt of the above. Unfortunately this will inevitably delay determination of your client's application.

If the above has not been received before 31 May 2022 the documents may be returned to you and any fee paid refunded.

If you wish to discuss this request please contact me on the telephone number listed below.

Yours sincerely

Ian Papworth
Technical Support Officer

Email: Planning@greatercambridgeplanning.org
Direct dial: 01954 713406