

Our Ref: 22/01812/HFUL

Your Ref: 2 Trayles

12 May 2022



Mr Andrew Mellor
25 New Road
Melbourn
Royston
SG8 6BX

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

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Dear Mr Mellor

South Cambridgeshire District Council Application for Planning Permission

Proposal: Demolition of rear conservatory and erection of single storey extension on the footprint of the conservatory

Site address: 2 Trayles Melbourn Cambridgeshire SG8 6PH

Your client: Eileen Mackenzie

I have checked the above application received on 19 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. Please provide a location plan. Please ensure this is at a scale of 1:1250/1:2500 with 2 named roads, the site outlined in red and any adjoining land owned by the applicant outlined in blue, access to site, visibility splays, landscaping and car parking & open areas around buildings.

Please amend the red outline to include the access to and from the Public Highways.

Please forward the revised Site Location plan to the below email address.

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 26 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

Vibodha Sanders
Technical Support Officer

Email: Planning@greatercambridgeplanning.org
Direct dial: 01954 713255