

Date: 8 April 2022  
Our Ref: 22/00322/LBC  
Please ask for: Johndaniel Jaques

Civic Offices  
Union Street  
Chorley  
PR7 1AL

Mr Ronald Naylor  
12 Church Street  
Croston  
Leyland  
PR26 9HA  
United Kingdom

## Invalid Application

Dear Mr Naylor

**Proposal:** Listed Building Consent to replace 8 no. windows (3no. to the front and 5no. to the rear) with wooden sash windows, and repairs to window frames, to replace rear ground floor and kitchen casement windows with traditional sliding sash windows, and to replace the front door with a new hardwood painted door

**Location:** 12 Church Street Croston Leyland PR26 9HA

**Reference:** 22/00322/LBC

Thank you for your application. Please quote the planning application reference number in all enquiries.

Further to our conversation please disregard the previous invalid letter. The following information is required to make the application valid so that can process your application:

- Scaled drawings (preferably at a scale of 1:20 or 1:50) of the proposed windows and door and a scaled section through the proposed windows and door (preferably at a scale of 1:10 or 1:20).
- Elevation drawings (drawn to an appropriate scale) showing the proposals.
- Please provide a schedule/list that clarifies which windows are to be replaced and where they are located. Details of the number to the front and the number to the rear of the property should be provided. Please provide photos of the existing windows that corresponds to the schedule (numbering them would be most helpful).

As discussed, a formal Heritage Statement is not required but if you wanted to provide some background information regarding the property that would be helpful.

You may wish to instruct a professional agent to act on your behalf or to provide the scaled drawings that are needed.

Please contact us if you require any further information.

Chief Planning Officer  
Chorley Council



01257 515151



chorley.gov.uk

