



Planning Services
Town Hall
Station Road
Clacton on Sea
Essex CO15 1SE

Eleanor Overton - Pegasus Group
The Courtyard
4 Church Street
Lockington
Derby
DE74 2SL

Please ask for Miss Kerry Louise Cameron
Tel: 01255 686190
E-mail: validation.planning@tendringdc.gov.uk

Our Ref: 22/00774/NMA

9 May 2022

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990

APPLICATION NO: 22/00774/NMA

PROPOSAL: Non-material amendment sought to 19/01706/OUT for a minor increase in building height and floorspace.

LOCATION: Land South West of Horsley Cross Roundabout Clacton Road Horsley Cross Essex

I regret that your above mentioned application for planning permission is not acceptable as a statutory application for the reasons indicated below:-

01 We have received legal advice that an application should include the full applicant name and address in order to be considered as a completed application form. We are advised that 'care of the agent' is not a valid applicant address, and if this format is used the application should be made invalid as the application form does not include all of the particulars required by the form.

Legislation states that an application form should be completed to include the particulars specified in the form, and the guidance available on the Planning Portal in relation to the planning application form confirms this by stating:

1. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

Based on this legislation and guidance the Council are required to ensure application form are correctly and fully completed, and it is necessary for us to invalidate an application should the applicant name and address not be provided in full.

I should be obliged if you would submit the information requested above within the next 21 days. If all outstanding documentation, sufficient to make the application valid, is not received by this date the Local Planning Authority will remit back to you the paperwork you have submitted and the file will be closed.

If you prefer, you may e-mail your documents using the address at the top of this page. If you are using this method of submission, please ensure that any drawings are submitted in PDF format.

Where possible please enclose the attached tracking sheet when submitting the requested documentation. This will enable us to more quickly identify your application and commence the determination process.

Please note that the description of your proposal may have been changed to reflect more accurately the intended works. If you disagree with any changes, please contact this office.

Your remittance for £234 has been retained pending receipt of the amended application.

Yours faithfully

VALIDATION PLANNING

To : VALIDATION OFFICER
 PLANNING SERVICES
 TENDRING DISTRICT COUNCIL
 COUNCIL OFFICES
 COLCHESTER ROAD
 WEELEY
 ESSEX
 CO16 9AJ

APPLICATION NO:	22/00774/NMA
PROPOSAL:	Non-material amendment sought to 19/01706/OUT for a minor increase in building height and floorspace.
LOCATION:	Land South West of Horsley Cross Roundabout Clacton Road Horsley Cross Essex

Please indicate clearly those items which are enclosed.

01 We have received legal advice that an application should include the full applicant name and address in order to be considered as a completed application form. We are advised that 'care of the agent' is not a valid applicant address, and if this format is used the application should be made invalid as the application form does not include all of the particulars required by the form.

Legislation states that an application form should be completed to include the particulars specified in the form, and the guidance available on the Planning Portal in relation to the planning application form confirms this by stating:

1. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

Based on this legislation and guidance the Council are required to ensure application form are correctly and fully completed, and it is necessary for us to invalidate an application should the applicant name and address not be provided in full.

Is all requested documentation enclosed Yes / No

If no, please ensure all remaining documentation is submitted within 21 days of the date of the original request. Please ensure a copy* of this form is attached to each submission.

SIGNED.....

DATED.....