

Dear Dr Norton,

**Our Reference:** 23/01496/HFUL

**Your Reference:** 40 Hay St solar

**Site address:** 40 Hay Street Steeple Morden Cambridgeshire SG8 0PE

**Proposal:** Installation of solar panels on the garden-facing barn roof.

This is to remind you that we are awaiting a response to our letter sent to you on 25/04/2023. At present we are still unable to register the above application for the following reasons:

- 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. For an example of an acceptable location plan, please see:  
[https://ecab.planningportal.co.uk/uploads/1app/maps\\_plans\\_and\\_planning\\_apps.pdf](https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf)
- Please provide a product information sheet explaining the size/height/attachment of the panels to the building.
- Please provide existing and proposed elevations for the barn (the proposed should show the location of the solar panels). The should: - Be in PDF format - Include the scale - Include a scale bar or metric measurements.
- Please be aware that if the drawings do not measure correctly in PDF format (sometimes an applicant's scanning process can distort the measurements), we will require hard copies to be sent by post to (A3 or A4 only): FAO: Matthew Robinson Greater Cambridge Shared Planning, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge CB23 6EA
- Please provide a proposed roof plan in PDF format that shows the location of the solar panels. It should show the shape of the roof at an appropriate scale, usually 1:50 or 1:100 and include a scale bar or metric measurements.  
<https://www.scambs.gov.uk/planning/planning-applications/planning-application-validation-checklists/householder-full-application/>
- The location plan should be PDF format. It should also include the scale (for example, 1:1250).

Your application will not be registered or formally acknowledged until receipt of the above. We regret that this will inevitably delay determination of this application. If the above has not been received by the **25/05/2023** the application and supporting documents will be cancelled/returned to you and any fee paid refunded.

Yours sincerely  
Matthew Robinson

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