

Our Ref: 23/01496/HFUL  
Your Ref: 40 Hay St solar

25 April 2023



Dr Michael Norton  
40 Hay Street  
Steeple Morden  
Royston  
SG8 0PE

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

[www.scamb.gov.uk](http://www.scamb.gov.uk) | [www.cambridge.gov.uk](http://www.cambridge.gov.uk)

Dear Dr Norton

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

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

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

I have checked the above application received on 20 April 2023 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.  
  
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)
2. The location plan should be PDF format. It should also include the scale (for example, 1:1250).
3. 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.
4. 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

5. Please provide a product information sheet explaining the size/height/attachment of the panels to the building.
6. 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/>

If you are providing revised or additional documents please can you email them to [planning@greatercambridgeplanning.org](mailto: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 application.

If the above has not been received before 11 May 2023 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

Matthew Robinson  
Technical Support Officer

Email: [Planning@greatercambridgeplanning.org](mailto:Planning@greatercambridgeplanning.org)  
Direct dial: 01954 713187