

Mr David Orr  
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Date 6 October 2023  
Our Ref 23/01165/FLH

Contact Technical Support  
Email [planningsupport@epsom-ewell.gov.uk](mailto:planningsupport@epsom-ewell.gov.uk)

Dear Sir/Madam,

**Town and Country Planning Act 1990 (As Amended)**  
**7 The Grove, Epsom, Surrey**  
**New additional vehicular access and alterations to landscaping of front garden**

Thank you for your planning application which was received on 25 September 2023. We have checked the application and have found that it is invalid. This means that we cannot currently accept it for registration. The following details must therefore be submitted for the application to be registered:

1 The site is located within a Conservation Area, as such, a Heritage Statement must be provided in support of the application. This should be proportional to the proposed development and as a minimum describe the significance of any heritage assets affected, including any contribution made to their setting.

2 Please complete Question 3 on the CIL Form.

3 The application requires the submission of a location plan, usually at a scale of 1:1250, which must identify sufficient roads and/or buildings on land adjoining the application site, to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line on the location plan and should include all land necessary to carry out the proposed development which includes land required for access to the site from the highway. As the proposal involves the creation of a new vehicular access, this needs to be included within the red line of the location plan along with the existing vehicular access. The plan should also show the direction of North.

4 Please submit an existing and a proposed Site Plan at a scale of 1:200 or 1:500 showing the proposal clearly differentiating from the existing (e.g. hatched) and its relation to the site boundaries, any other existing buildings on site and the neighbouring properties. The existing site plan is to show the current situation and the proposed plan is to show the proposed situation. Please ensure the plans extend to the highway to include the new and existing vehicular access.

5 The applicant is required to notify owners of the land or buildings to which the application relates. The proposal involves the formation of a new vehicular access onto the highway, which is land outside of the applicant's exclusive ownership. Certificate B therefore needs to be completed and served on the landowner/s of the highway. Please be advised that the serving of Certificate B on the landowner/s will require the Application Form to be amended and submitted to the Local Planning Authority.

I would be grateful to receive these details by 27 October 2023. If I do not receive them by this date I will return the application to you.

Yours faithfully,

Technical Support