

Mr John Dockree  
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Date 18 October 2023  
Our Ref 23/01224/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)**  
**24 The Parade, Epsom, Surrey**  
**Re-alignment of front garden wall, new gates across driveway, single storey rear extension and replacement windows to property**

Thank you for your planning application which was received on 11 October 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 As the property is within a Conservation Area, a Heritage Statement is required. This should provide information about the significance of the heritage asset affected, the principles of and justification for the proposed works and the impact of the proposal on the significance of a heritage asset. The information should be proportionate to the proposal.

2 Please submit a proposed Site Plan at a scale of 1:200 or 1:500 showing the proposal, clearly differentiate from the existing (e.g. hatched) and its relation to the site boundaries, any other existing buildings on site and the neighbouring properties. Specifically, the current proposed site plan does not detail the proposed extension.

3 The drawings that have been submitted do not allow us or members of the public to adequately determine the siting and appearance of the proposed development. Detailed drawings must be provided, which should clearly show the relationship of the development with the application property and the neighbouring properties. Specifically, please submit existing and proposed floor plans (including roof plan) and all elevations to detail all aspects of the proposed development at scale 1:50 or 1:100

I would be grateful to receive these details by 8 November 2023. If I do not receive them by this date I will return the application to you.

Yours faithfully,

Technical Support