

Date: 23 October 2023  
Our Ref: 23/00849/FULHH  
Please ask for: Simon Lems

Civic Offices  
Union Street  
Chorley  
PR7 1AL

Mr Roger Waring  
31 Withnell Fold  
Withnell  
Chorley  
PR6 8BA

## Invalid Application

Dear Mr Waring

**Proposal:** Re-roofing of front elevation  
**Location:** 31 Withnell Fold Withnell Chorley PR6 8BA  
**Reference:** 23/00849/FULHH

Thank you for your application. Please quote the planning application reference number in all enquiries.

Unfortunately the application is not valid; so that we can process your application, please provide the following:

### 1. Location plan (a plan which identifies the land to which the application relates)

The location plan should clearly identify the application site. The plan will be required to be based on an up-to-date map at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may also be required. The plan should include a least two named roads and the surrounding buildings. The buildings should be numbered/ named to ensure that the application site is clearly identified.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.) A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

### 2. Existing and Proposed Elevations (at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.



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Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on each property.

The submitted plans should include the dimensions of the proposal annotated onto the plan.

In this instance we will require elevations of the property showing the previous roof and the new proposed roof.

### **3. Details of materials**

We will require a document outlining the new roof material used.

Please contact us if you require any further information.

Chief Planning Officer  
Chorley Council