

Mr Owen Hayward  
Oakwood Youth Challenge  
Waterloo Road  
Wokingham  
RG40 3DA

17th November 2023

Dear Sir/Madam

**Town and Country Planning Act 1990 (as amended)**

**APPLICATION NO:** 23/00723/FUL/ADDINF

**DESCRIPTION:** Proposed erection of a stretch tent style marquee over a refurbished outdoor climbing structure and used to provide shelter from the elements, allowing climbing to take place in we weather and prolonging the life of the climbing structure.  
The marquee has been erected on a temporary basis (less than 28 days) to facilitate the works to the outdoor climbing structure. This application is for the long term retention of the marquee structure.

**LOCATION:** Oakwood Waterloo Road Wokingham

I am in receipt of your planning application in respect of the above proposal. Before the application can be validated, the following matters require attention:-

1. Please provide elevation drawings of the tent from all sides to a scale of 1:100 or 1:50.
2. Please provide a bigger scale floor layout.

Please note one further reminder will be sent out after 2 weeks, if I do not receive the requested information within 1 month from the date of this letter, I will have no alternative but to close this application off and no further action will be taken. Should this occur 25% of the planning fee will be retained to cover admin costs.

If you require further assistance, please do not hesitate to call me.

Yours faithfully

***Vasugi Bradeepan***

Planning Technical Clerk  
Planning Transport and Countryside  
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PLACE PLANNING AND REGENERATION

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