



Planning Services
Town Hall
Station Road
Clacton on Sea
Essex CO15 1SE

Mr Festus Efele
23 Beach Road
Clacton On Sea
Essex
CO15 1UF

Please ask for Andrew Poonian
Tel: 01255 686190
E-mail: validation.planning@tendringdc.gov.uk

Our Ref: 23/01612/FULHH

16 November 2023

To whom it may concern,

TOWN AND COUNTRY PLANNING ACT 1990

APPLICATION NO: 23/01612/FULHH

PROPOSAL: Conversion of existing dwelling into 2 x 2 bedroom flats, including conversion of existing outbuilding into a 'studio/office'.

LOCATION: 23 Beach Road Clacton On Sea Essex CO15 1UF

I regret that your above mentioned application for planning permission is not acceptable as a statutory application for the reasons indicated below:-

01 The incorrect Application Forms have been submitted. Please complete the enclosed forms including the relevant Certificate Sections and Validation Checklist.

This application required a fee of £462. As you have already paid £206, please submit further payment of £256.

02 The floor plans and elevations that you have submitted have no scale referred to. Please can this be amended so that they can be checked.

03 The National Planning Policy Framework states that local planning authorities should require an applicant to describe the significance of any heritage assets affected. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record and/or conservation area appraisal should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Significance can be harmed or lost through alteration or destruction of the heritage asset or development within its setting. As heritage assets are irreplaceable, any harm or loss should require clear and convincing justification. This can be included as part of your Design and Access Statement or submitted as a separate document.

I should be obliged if you would submit the information requested above within the next 21 days. If all outstanding documentation, sufficient to make the application valid, is not received by this date the Local Planning Authority will remit back to you the paperwork you have submitted and the file will be closed.

If you prefer, you may e-mail your documents using the address at the top of this page. If you are using this method of submission, please ensure that any drawings are submitted in PDF format.

Chief Executive
Ian Davidson

www.tendringdc.gov.uk
minicom 01255 475566

Where possible please enclose the attached tracking sheet when submitting the requested documentation. This will enable us to more quickly identify your application and commence the determination process.

Please note that the description of your proposal may have been changed to reflect more accurately the intended works. If you disagree with any changes, please contact this office.

Your remittance for £206 has been retained pending receipt of the amended application.

Yours faithfully

VALIDATION PLANNING

To : VALIDATION OFFICER
 PLANNING SERVICES
 TENDRING DISTRICT COUNCIL
 COUNCIL OFFICES
 STATION ROAD
 CLACTON ON SEA
 ESSEX
 CO15 1SE

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Please indicate clearly those items which are enclosed.

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Is all requested documentation enclosed Yes / No

If no, please ensure all remaining documentation is submitted within 21 days of the date of the original request. Please ensure a copy* of this form is attached to each submission.

SIGNED.....

DATED.....

