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Date 7 November 2023
Our Ref 23/01299/FLH

Contact Technical Support
Email planningsupport@epsom-ewell.gov.uk

Dear Sir/Madam,

Town and Country Planning Act 1990 (As Amended)
4 Randolph Road, Epsom, Surrey
Single storey rear extension incorporating rooflights

Thank you for your planning application which was received on 30 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 Please complete Question 2 on the CIL Form and re-submit.
- 2 As the property falls within a Conservation Area, please provide a Design and Access Statement. A concise report that should explain the design principles and concepts that have been applied to the proposed development. It should demonstrate how the design of the development takes into account the context of the site and surrounding area. The level of detail required will depend on the scale and complexity of the proposal.
- 3 As the property falls 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 proposed development.

I would be grateful to receive these details by 28 November 2023. If I do not receive them by this date I will return the application to you.

Yours faithfully,

Technical Support