

Our Ref: 23/04691/HFUL  
Your Ref: 2 Scotts Gardens

14 December 2023



**GREATER CAMBRIDGE**  
SHARED PLANNING

Ms Carolyn Barker  
2 Scotts Gardens  
Whittlesford  
Cambridge  
CB22 4NR

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

[www.scams.gov.uk](http://www.scams.gov.uk) | [www.cambridge.gov.uk](http://www.cambridge.gov.uk)

Dear Ms Barker

**South Cambridgeshire District Council**  
**Application for Planning Permission**

Proposal: Installation of an air source heat pump to the rear.

Site address: 2 Scotts Gardens Whittlesford Cambridgeshire CB22 4NR

I have checked the above application received on 6 December 2023 and am currently unable to register it as a valid application as it does not meet the requirements detailed on our published validation checklist.

**What you need to do**

The following item(s) need your attention:

1. A fee of £258; is required for this application. Please call 01954 713 000 to make a card payment by telephone. When calling select option 5 for Planning and then hold for an adviser. Please quote the full planning reference number shown at the top of this letter. A free go is no longer applicable since 6th December when new fees were introduced.
2. Please provide a location plan. Please ensure this is at a scale of 1:1250/1:2500 with 2 named roads, the site outlined in red and any adjoining land owned by the applicant outlined in blue, access to site, visibility splays, landscaping and car parking & open areas around buildings.

For an example of an acceptable location plan, please see:

[https://ecab.planningportal.co.uk/uploads/1app/maps\\_plans\\_and\\_planning\\_apps.pdf](https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf)

3. The heritage statement should include the following:

**THE NATURE OF THE ASSET**

Please describe the history, character and appearance of the heritage asset, eg listed building, conservation area or scheduled monument. You should refer to the statutory list description, scheduled monument description or conservation area character appraisal if available.

#### THE EXTENT OF THE ASSET

Please describe the development site, and its relationship to its surroundings. For example the building's position in the streetscene, or the potential for archaeological interest which may extend beyond a scheduled monument.

#### THE SIGNIFICANCE OF THE ASSET

Please describe the archaeological, architectural, artistic or historic importance of the asset. This should include for example the age, phases of development, layout, appearance, particular features or characteristics, materials and construction or potential for archaeological remains.

#### THE PROPOSED WORKS

Please describe the proposed works including scale, height, construction, materials, design details and any associated landscaping works. For internal works to listed buildings this should also include details of any historic fabric or architectural features which would be lost as part of the proposals. For archaeological sites this should include details of any new foundations, ground disturbance or provision of services.

#### THE IMPACT ON THE ASSET

Please describe the impact your proposal has on the significance.

If you are providing revised or additional documents please can you email them to [planning@greatercambridgeplanning.org](mailto:planning@greatercambridgeplanning.org) quoting your planning reference number.

#### **A decision on your application will be delayed**

Your application will not be registered or formally acknowledged until receipt of the above. Unfortunately this will inevitably delay determination of your application.

If the above has not been received before 2 January 2024 the documents may be returned to you and any fee paid refunded.

If you wish to discuss this request please contact me on the telephone number listed below.

Yours sincerely

Mrs Keeren Wesbroom  
Technical Support Officer

Email: [Planning@greatercambridgeplanning.org](mailto:Planning@greatercambridgeplanning.org)  
Direct dial: 01954 713207