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c/o Mr L Pitters MCIAT  
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Date 2 January 2024  
Our Ref 23/01442/FUL

Contact Technical Support  
Email [planningsupport@epsom-ewell.gov.uk](mailto:planningsupport@epsom-ewell.gov.uk)

Dear Sir/Madam,

**Town and Country Planning Act 1990 (As Amended)**  
**9 Corner House Parade, Epsom Road, Ewell**  
**Alterations to shop front and installation of a rear flue (retrospective)**

Thank you for your planning application which was received on 6 December 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 DESIGN AND ACCESS STATEMENT 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.

2 HERITAGE STATEMENT 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.

3 Please provide a set of Pre-Existing Floor Plans and Elevations at scale 1:250 or 1:100 (including Roof Plan)

I would be grateful to receive these details by 23 January 2024. If I do not receive them by this date I will return the application to you.

Yours faithfully,

Technical Support