

Our Ref: 24/00114/FUL  
Your Ref: 264 High Street

12 January 2024



Janette Richards  
Durman Stearn Civil Engineering Ltd  
264 High Street  
Cottenham  
CB24 8RZ

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 Sir/Madam

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

Proposal: Replacement of existing wooden windows with UPVC windows to front elevation.

Site address: 264 High Street Cottenham Cambridgeshire CB24 8RZ

Your client: Mr John Durman

I have checked the above application received on 11 January 2024 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 Design and Access Statement must be submitted to address the following issues:
  - Use: what buildings and space will be used for
  - Amount of development
  - Layout of the site and relationship with the surrounding area
  - Scale: height, width and length of buildings
  - Landscaping
  - Appearance
  - Vehicular and transport links
  - Inclusive access

In the case of listed buildings, and assessment of and response to the historic importance of the building is also required.

2. Please provide Manufacturer's details and specifications of the proposed replacement windows.

3. It appears that the property the subject of the works is a commercial property and not a domestic dwelling, as such the application has been made using an incorrect application form. Please arrange to submit a application form for full planning permission.
4. As the property is not a domestic dwelling an additional fee of £35 (Total £293) 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.

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 client's application.

If the above has not been received before 26 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 faithfully

Ian Papworth  
Technical Support Officer

Email: [Planning@greatercambridgeplanning.org](mailto:Planning@greatercambridgeplanning.org)  
Direct dial: 01954 713406