

Mr Jonathan Rapley
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Date 25 January 2024
Our Ref 23/01469/FUL

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

Dear Sir/Madam,

Town and Country Planning Act 1990 (As Amended)
123 Hook Road, Epsom, Surrey
Change of use from HMO to Sui Generis

Thank you for your planning application which was received on 13 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 Please clarify if the applicant is the sole freeholder owner of the building to which the application relates and there are no leaseholders with seven years or more remaining on their leases. If there are leaseholders with seven years or more remaining on their leases, they will need to be served a Certificate B. Please be advised that the serving of Certificate B on the leaseholders will require the Application Form to be amended and submitted to the Local Planning Authority.

2 Please provide Existing Elevations at scale 1:50 or 1:100

I would be grateful to receive these details by 15 February 2024. If I do not receive them by this date I will return the application to you.

Yours faithfully,

Technical Support