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Date 22 January 2024  
Our Ref 24/00028/CLP

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)**  
**79 Rosebery Road, Epsom, Surrey**  
**Lawful Development Certificate - Proposed Use: Widening of existing dropped kerb**

Thank you for your planning application which was received on 9 January 2024. 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 LOCATION PLAN - The red line on the location plan is incorrect. The application requires the submission of a location plan, usually at a scale of 1:1250, which must identify sufficient roads and/or buildings on land adjoining the application site, to ensure that the exact location of the application site is clear. Specifically, the application site should be edged clearly with a red line on the location plan and should include all land necessary to carry out the proposed development which includes land required for access to the site from a public highway. As the proposal involves the widening of an existing dropped kerb, this needs to be included within the red line of the location plan. The plan should also show the direction of North.

2 EXISTING AND PROPOSED SITE PLAN - Please submit an existing and a proposed Site Plan at a scale of 1:200 or 1:500 showing the proposal clearly differentiating from the existing (e.g. hatched) and its relation to the site boundaries, any other existing buildings on site and the neighbouring properties. The existing site plan is to show the current situation and the proposed plan is to show the proposed situation. Please ensure the plans incorporate the pavement and the dropped kerb.

I would be grateful to receive these details by 12 February 2024. If I do not receive them by this date I will return the application to you.

Yours faithfully,

Technical Support