

Mr Paul Bonney  
Bonney Architecture  
14 Hornbeam Close  
Wokingham  
RG41 4UR  
United Kingdom

18th January 2024

Dear Sir/Madam

**Town and Country Planning Act 1990 (as amended)**

**APPLICATION NO:** 24/00012/FUL/ADDINF  
**DESCRIPTION:** Erection of first floor front extension.  
**LOCATION:** 41 Cherrytree Close Owlsmoor Sandhurst

I am in receipt of your planning application in respect of the above proposal. Before the application can be validated, the following matters require attention:-

- 1 Please provide an existing and proposed roof plan. Do not submit the additional plan via the planning portal. Please email directly to myself.

Please note one further reminder will be sent out after 2 weeks, if I do not receive the requested information within 1 month from the date of this letter, I will have no alternative but to close this application off and no further action will be taken. Should this occur 25% of the planning fee will be retained to cover admin costs.

If you require further assistance, please do not hesitate to call me.

Yours faithfully

***Sandra Chapman***

Technical Officer  
Planning Transport and Countryside  
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**PLACE PLANNING AND REGENERATION**

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