

Our Ref: 24/00302/FUL
Portal Ref: PP-02400302

26 January 2024



Mr Stephen Friday
16 Willow Way
Hauxton
Cambridge
CB22 5JB

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

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Dear Sir/Madam

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

Proposal: Change of use and conversion of hair salon to residential unit.

Site address: 94 High Street Sawston Cambridgeshire CB22 3HJ

Your client: Mr Jesmond Giordmaina

I have checked the above application received on 26 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. The declaration at Q26 in the application has not been signed, please arrange to submit an amended application form or part thereof.
2. A fee of £578 is required for this application. Please call 01954 713 000 to make a card payment by telephone. When calling select option 1 for Planning and then hold for an adviser. Please quote the full planning reference number shown at the top of this letter.
3. As the property falls within a designated conservation area please submit a Design, Access and Heritage statement.

If you are providing revised or additional documents please can you email them to 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 9 February 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
Direct dial: 01954 713406