

**URSULA POTTS Dipl. Ing.**  
*Architectural Design*

Built Environment  
Cheltenham Borough Council  
Municipal Offices  
Promenade  
Cheltenham  
Glos. GL50 9SA

2nd February 2024

Submitted Via Email

Dear Sir/Madam,

**Re.: Proposed Extension of Existing Dormer to the Front, New Dormer to the Rear and Associated Alterations to Provide Additional Living Accommodation at 92 Long Mynd Avenue, Up Hatherley, Cheltenham, GL51 3QS.**

I would like to submit my Application for Householder Planning Consent in respect of the above project and attach the following:

Completed Householder Application and Community Infrastructure Levy Declaration Forms,  
Marked-up 1:1250 location plan,  
Drawing no. 04024-01A, 1:50 floor plans, 1:100 elevations and 1:500 block plan, all as existing,  
Drawing no. 04024-02A, 1:50 floor plans, 1:100 elevations and 1:500 block plan, as proposed,  
Three photo sheets,  
Sustainability Statement.  
The Applicants will pay the planning application fee in the sum of £258.00 directly to the Council.

It is proposed to extend the existing dormer across the front of the property to provide additional headroom in Bedroom 2 and to block in the existing bedroom window in the gable wall. It is also intended to install a new dormer in the rear roof to create headroom for two additional rooms at the back of the house, with views of the rear garden. At ground floor level a small cloakroom will be partitioned off the Living Room. The existing side door, which is currently in the Kitchen will be moved to provide access to the passageway on the north-west side from the Living Room.

I hope the above information provided is sufficient. However, if you have any queries or would like to discuss anything in more detail, please do not hesitate to contact me immediately.  
I look forward to hearing from you in due course.

Yours faithfully,

***Ursula Potts***

UP/04024/3981  
Enc.

cc. Mr Tony Hollick and Ms Naomi Chanin, Applicants

**37 OAKLAND AVENUE, CHELTENHAM, GLOS. GL52 3EP**

**TELEPHONE: 01242 575665**