

Mrs Louise Moss  
182 Juniper  
Bracknell  
RG12 7ZE

25th January 2024

Dear Sir/Madam

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

**APPLICATION NO:** 24/00036/FUL/ADDINF  
**DESCRIPTION:** Proposed erection of conservatory.  
**LOCATION:** 182 Juniper Bracknell Berkshire

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 The site plan and location plan are not to scale. Please provide the site plan at a scale of 1:500 and the location plan at a scale of 1:1250.
- 2 Please provide existing floor plans and elevations at a scale of 1:100.

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

***Lucy Allen***

Technical Clerk  
Planning Transport and Countryside  
email; [Lucy.allen@bracknell-forest.gov.uk](mailto:Lucy.allen@bracknell-forest.gov.uk)  
direct line; 01344 352440

**PLACE PLANNING AND REGENERATION**

Bracknell Forest Council, Time Square, Market Street, Bracknell, Berkshire RG12 1JD  
T: 01344 352000 Minicom: 01344 352045 [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk)