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Date 5 February 2024
Our Ref 24/00096/FUL

Contact Technical Support
Email planningsupport@epsom-ewell.gov.uk

Dear Sir/Madam,

Town and Country Planning Act 1990 (As Amended)
48 Rosebank, Epsom, Surrey
Formation of new dropped kerb with vehicular access incorporating new hardstanding driveway.

Thank you for your planning application which was received on 26 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 CERTIFICATE B - The applicant is required to notify owners of the land or buildings to which the application relates. The proposal involves the formation of a dropped kerb on the public highway, which is land outside of the applicant's ownership. Certificate B therefore needs to be completed and also served on the landowner of the public highway, which is Surrey County Council Highway Authority. Please be advised that the serving of Certificate B on the landowner will require the Application Form to be amended and submitted to the Local Planning Authority.

2 LOCATION PLAN - 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. 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 creation of a new cross over, this needs to be included within the red line of the location plan. The plan should also show the direction of North. In summary, the red line needs to include the pavement and be extended up to the public highway.

3 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. As with the Location Plan, please ensure the plans incorporate the pavement and the dropped kerb.

I would be grateful to receive these details by 26 February 2024. If I do not receive them by this date I will return the application to you.

Yours faithfully,

Technical Support