

Our Ref: 24/00696/HFUL  
Portal Ref: PP-02400696

4 March 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: Convert existing garage into annex to rear of No.26 and fronting Hollmans Close.

Site address: 26 School Lane Fulbourn Cambridgeshire CB21 5BH

Your client: Mr Tim Shaw

I have checked the above application received on 26 February 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. A fee of £258.00 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.

If you are providing revised or additional documents please can you email them to [planning@greatercambridgeplanning.org](mailto: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 18 March 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

Matthew Robinson  
Technical Support Officer

Email: [Planning@greatercambridgeplanning.org](mailto:Planning@greatercambridgeplanning.org)  
Direct dial: 01954 713187