

Mrs Helen Williams  
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Date 19 February 2024  
Our Ref 24/00166/FLH

Contact Technical Support  
Email [planningsupport@epsom-ewell.gov.uk](mailto:planningsupport@epsom-ewell.gov.uk)

Dear Sir/Madam,

**Town and Country Planning Act 1990 (As Amended)**  
**11 Worple Road, Epsom, Surrey**  
**Re-roofing of original slate roof**

Thank you for your planning application which was received on 13 February 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 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. The plan should also show the direction of North.
- 2 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.
- 3 Please provide Existing and Proposed Roof Plans at scale 1:50 or 1:100
- 4 DESIGN AND ACCESS STATEMENT - As the property falls within a Conservation Area, please provide a Design and Access Statement. A concise report that should explain the design principles and concepts that have been applied to the proposed development. It should demonstrate how the design of the development takes into account the context of the site and surrounding area. The level of detail required will depend on the scale and complexity of the proposal.

5 HERITAGE STATEMENT - As the property falls within a Conservation Area, a Heritage Statement is required. This should provide information about the significance of the heritage asset affected, the principles of and justification for the proposed works and the impact of the proposal on the significance of a heritage asset. The information should be proportionate to the proposed development.

I would be grateful to receive these details by 11 March 2024. If I do not receive them by this date I will return the application to you.

Yours faithfully,

Technical Support