

Mrs Emily Codrington  
Reynolds Design Ltd- Architects  
Sentinel House  
Ancells Business Park  
Harvest Crescent  
Fleet  
GU51 2UZ

28th February 2024

Dear Sir/Madam

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

**APPLICATION NO:** 24/00115/FUL/ADDINF

**DESCRIPTION:** Change of use of amenity land to private residential use including erection of 1.8M high timber close-boarded fence. (Retrospective).

**LOCATION:** 5 Lancashire Hill Warfield Bracknell

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 change of use of public amenity land to private residential use including the erection of fencing does not constitute a householder planning application fee. The correct fee for this type of application is £578.00, therefore to validate this application a further £320.00 is required. Payment can be made online by using the following link <https://www.bracknell-forest.gov.uk/council-and-democracy/get-in-touch/online-payments> quoting your name, full site address (with postcode) and the application number. Alternatively to pay by credit or debit card contact our Customer Services department on 01344 352000. Also please inform me by email when the payment has been made.

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

***Sandra Chapman***

Technical Officer  
Planning Transport and Countryside  
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