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Ask for: Kati Thompson  
Email: [Planning.enc@northnorthants.gov.uk](mailto:Planning.enc@northnorthants.gov.uk)  
Our Ref: NE/24/00239/FUL  
Your Ref:  
Date: 11 March 2024  
INVAPZ

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Proposal: Side extension and new rooflights.  
Location: 55 West Street Kings Cliffe Peterborough PE8 6XB

I refer to the above application received on 7 March 2024, but have to advise you that it is INVALID/INCOMPLETE. In order to enable further progress to be made, please supply the following:

1. Please confirm in writing that you are happy with the amended description as given below. This amendment is suggested as descriptions for applications need to be clear, concise and precise.

**‘Single storey side extension’**

2. The location plan provided does not include an ordnance survey copyright. Please amend this.
3. We require a fee of £258.00 as part of the application. This can be paid online using the link below:  
<https://ip.e-paycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage&siteId=083&languageCode=EN&source=AIP>

Select all other council bills/development control/planning application fees.  
You can also make payment by calling 0300 126 3000 and selecting option 2, 4, 1

4. A design and access statement is mentioned within the application form however we do not seem to have this. Please submit.

5. If you have an email address could you please provide it so we can communicate electronically regarding the application.

Please take the necessary action required to complete this application. If this is not completed within the next 28 days, the application will be withdrawn and a full re-submission of the application will be required. In the meantime you should note that the statutory period for the determination of the application may be held in abeyance.

Please note that North Northamptonshire Council prefers to receive all communication electronically.

For details of how we treat your data, please see our Privacy Statement:

[www.northnorthants.gov.uk/privacynotices](http://www.northnorthants.gov.uk/privacynotices)

Yours faithfully

Kati Thompson  
Technical Officer, Planning Services