

# Robert Hay Planning

Planning Consultancy - Architectural Design - Development

SCANNED

14 MAR 2024

The Studio, Hoyle Cottage, The Street  
Ewhurst, Cranleigh, Surrey GU6 7PX

12<sup>th</sup> March 2024

Planning Department,  
Guildford Borough Council  
Millmead House  
Millmead  
Guildford  
Surrey GU2 4BB

Dear Sirs,

**re : April Cottage, 13 Queen Street, Gomshall GU5 9LY  
- Proposed First Floor Rear Extension & Alterations**

I enclose a Householder planning application together with two copies of the following drawings and documentation :-

- Householder planning application form
- DC285/01 - Site Plan & Location Map (with the application site edged red)
- DC285/02 - Floor Plans (As Existing)
- DC285/03 - Ground Floor Plan (As Proposed)
- DC285/04 - First Floor Plan (As Proposed)
- DC285/05 - Elevations (As Existing & As Proposed)
- Planning and Design Statement dated March 2024
- Climate Change Questionnaire

**I will arrange the payment of the application fee of [REDACTED] by bank transfer once I receive a reference number from your department.**

I trust the submission is in order and look forward therefore to receiving your formal acknowledgement in the normal way.

Yours faithfully,

[REDACTED]  
Robert W. Hay

c. c. Miss Belinda Smith