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Our Ref: 24/00165/FULHH

8 February 2024

To Whom it may concern,

TOWN AND COUNTRY PLANNING ACT 1990

APPLICATION NO: 24/00165/FULHH DATE RECEIVED: 1 February 2024
PROPOSAL: Single storey rear extension following demolition of conservatory.
LOCATION: 9 Ventnor Drive Clacton On Sea Essex CO15 4PH

I regret that your above-mentioned planning application is not acceptable as a statutory application, and is currently invalid, for the reasons indicated below:-

01 The submitted block plan / site layout plan does not meet the Council's Validation Requirements. The plan currently does not include written dimensions to boundaries from any proposed development. Please submit a revised block/site layout plan to include this information.

02 Existing and proposed roof plans are required to accompany this application to show before and after the new roof forms proposed by the extension(s)/new building(s). The roof plans should:

- Be drawn to a scale of 1:50 or 1:100, and include the relevant scale bar.
- Include the direction of North.
- Include any roof that would be created/alterd by the proposed development, showing the shape of the roof and its location within the site.
- Include any features that the existing and proposed roof may include (i.e. chimney, guttering, solar panels, roof lights/dormers).

Please note: The roof plan should be consistent with all other plans. It could be incorporated into the proposed block plan. In this case it should be scaled at 1.200 or 1.500. Existing and proposed roof plans can be on same plan if it is clear what is proposed and what is existing.

If you require more information on the validation requirements of your application, please visit the Local Validation List page on the Council's website <https://www.tendringdc.uk/content/local-validation-list>.

Your application will not progress any further until the information required to satisfy the above points has been received. Please submit the information requested above within the next **21 days**. If all outstanding documentation, sufficient to make the application valid, is not received by this date, and we do not receive a request to extend this period, then the file will be closed.

Please e-mail the requested documents using the e-mail address at the top of this page. Please ensure that any drawings are submitted in PDF format, and include the above application number in the subject heading of the e-mail.

Please note that the description of your proposal may have been changed to reflect more accurately the intended works. If you disagree with any changes, please contact this office.

Your remittance for £258 has been retained pending receipt of the requested information.

Yours faithfully

VALIDATION TEAM
PLANNING SERVICES
TENDRING DISTRICT COUNCIL