

Collantes  
The Market Design and Build  
320 High Street  
Harlington  
Hayes  
UB3 5DU  
United Kingdom

8th February 2024

Dear Sir/Madam

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

**APPLICATION NO:** 24/00072/FUL/ADDINF

**DESCRIPTION:** Proposed erection of single storey rear extension.

**LOCATION:** 11 Waterhouse Mead College Town Sandhurst

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 Please amend the red line of the site location plan to extend to the public highway. Also as this property shares a driveway with other properties please complete Certificate B instead of Certificate A on the application form.
- 2 Please amend the scale bars on plans 4-10 as they show that they are scaled at 1:500 instead of 1:100.
- 3 Do not submit the amended plans / information via the planning portal. Please email directly to myself.

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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