

Mr Kaleem Janjua
M C S Design Architectural Services
53 Westmead
Windsor
SL4 3NN
United Kingdom

25th March 2024

Dear Sir/Madam

Town and Country Planning Act 1990 (as amended)

APPLICATION NO: 24/00168/FUL/ADDINF
DESCRIPTION: Relocation of extractor flue and new shop front.
LOCATION: 3 Rectory Row Rectory Lane 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 Please extend the red line on the site location plan to include the extension site.
- 2 Please provide a block plan at the scale of 1:200 or 1:500.
- 3 Please complete Certificate B on the application form and serve notice on the owner of the building.
- 4 Do not submit this additional information through 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
email; sandra.chapman@bracknell-forest.gov.uk
direct line; 01344 351195

PLACE PLANNING AND REGENERATION

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