

Our Ref: 24/01205/HFUL  
Portal Ref: PP-02401205

9 April 2024



Mr R Gooding  
Good-Design-Ing Ltd  
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[www.scambs.gov.uk](http://www.scambs.gov.uk) | [www.cambridge.gov.uk](http://www.cambridge.gov.uk)

Dear Mr R Gooding

**South Cambridgeshire District Council  
Application for Planning Permission**

Proposal: Proposed rear conservatory.

Site address: The Retreat Haverhill Road Horseheath Cambridgeshire

Your client: Mr T Foster

I have checked the above application received on 28 March 2024 and am currently unable to register it as a valid application as it does not meet the requirements detailed on our published validation checklist.

**What you need to do**

The following item(s) need your attention:

1. Please provide a location plan. Please ensure this is at a scale of 1:1250/1:2500 with 2 named roads, the site outlined in red and any adjoining land owned by the applicant outlined in blue, access to site, visibility splays, landscaping and car parking & open areas around buildings.  
  
For an example of an acceptable location plan, please see:  
[https://ecab.planningportal.co.uk/uploads/1app/maps\\_plans\\_and\\_planning\\_apps.pdf](https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf)
2. Please provide existing and proposed front elevations. Please ensure these are at a scale of 1:50/1:100.
3. A fee of £258 is required for this application. Please call 01223 457700 to make a card payment by telephone.

If you are providing revised or additional documents please can you email them to [planning@greatercambridgeplanning.org](mailto:planning@greatercambridgeplanning.org) quoting your planning reference number.

**A decision on your application will be delayed**

Your application will not be registered or formally acknowledged until receipt of the above. Unfortunately this will inevitably delay determination of your client's application.

If the above has not been received before 23 April 2024 the documents may be returned to you and any fee paid refunded.

If you wish to discuss this request please contact me on the telephone number listed below.

Yours faithfully

Jake Thomas-Mansfield  
Trainee Planner (Apprenticeship)

Email: [Planning@greatercambridgeplanning.org](mailto:Planning@greatercambridgeplanning.org)