

Mrs Sarah Robertson
c/o Mrs Sarah Robertson
AMS LTD
54 Orchard Close
Fetcham
Leatherhead
KT22 9JB

Town Hall
The Parade
Epsom
Surrey
KT18 5BY
Main Number (01372) 732000
www.epsom-ewell.gov.uk
DX 30713 Epsom

Date 9 April 2024
Our Ref 24/00333/LBA

Contact Technical Support
Email planningsupport@epsom-ewell.gov.uk

Dear Sir/Madam,

**Town and Country Planning Act 1990 (As Amended)
Planning (Listed Building and Conservation Areas) Act 1990
Hookfield Mews, 23 - 25 West Hill, Epsom
Listed Building Consent: Alterations to fenestration**

Thank you for your planning application which was received on 27 March 2024. We have checked the application and have found that it is invalid. This means that we cannot currently accept it for registration. The following details must therefore be submitted for the application to be registered:

1 The application requires the submission of a location plan, usually at a scale of 1:1250, which must identify sufficient roads and/or buildings on land adjoining the application site, to ensure that the exact location of the application site is clear. The application site should be edged clearly with an unbroken red line on the location plan and should include all land necessary to carry out the proposed development which includes land required for access to the site from a public highway. The plan should also show the direction of North.

2 Please provide a Heritage Statement. This should provide information about the significance of the heritage asset affected, the principles of and justification for the proposed works and the impact of the proposal on the significance of a heritage asset. The information should be proportionate to the proposed development.

I would be grateful to receive these details by 30 April 2024. If I do not receive them by this date I will return the application to you.

Yours faithfully,

Technical Support