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Date 15 April 2024
Our Ref 24/00382/CLE

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

Dear Sir/Madam,

Town and Country Planning Act 1990 (As Amended)
3 Hazon Way, Epsom, Surrey
Lawful Development Certificate - Existing Use: Conversion of property into 1 x 2 bed and 1 x 3 bed self- contained apartments

Thank you for your planning application which was received on 8 April 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 Site Plan - Please provide an existing / proposed Site/Block Plan at a scale of 1:200 or 1:500 showing the proposal and its relation to the site boundaries, any other existing buildings on site and the neighbouring properties. The existing site plan is to show the current situation and the proposed plan is to show the proposed situation. The Site Plan already submitted is not acceptable as it does not show a scale.
- 2 CIL Form - We are unable to accept a photo image of the CIL Form as the document is not entirely legible. Please complete the attached CIL Form and re-submit the whole document to planningsupport@epsom-ewell.gov.uk
- 3 Insufficient Plans - The drawings that have been submitted do not allow us or members of the public to adequately determine the siting and appearance of the proposed development. Detailed drawings must be provided which should clearly show the relationship of the development with the application property and the neighbouring properties. Please submit Floor Plans and Elevations drawn to a recognisable scale (eg 1:50 or 1:100)

I would be grateful to receive these details by 6 May 2024. If I do not receive them by this date I will return the application to you.

Yours faithfully,

Technical Support