



Ms&Ms PAYNE AND WILKINSON  
c/o Anastasia Atanasova  
AA Design+Architecture  
5 Elm Road  
Epsom  
KT17 2EU  
United Kingdom

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

Date 18 April 2024  
Our Ref 24/00407/FLH

Contact Technical Support  
Email [planningsupport@epsom-ewell.gov.uk](mailto:planningsupport@epsom-ewell.gov.uk)

Dear Sir/Madam,

**Town and Country Planning Act 1990 (As Amended)**  
**2A Elm Road, Ewell, Surrey**  
**Hip to gable roof extension incorporating a rear dormer and front rooflights**

Thank you for your planning application which was received on 15 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 DESIGN AND ACCESS STATEMENT - As the property falls within a Conservation Area, please provide a Design and Access Statement. A concise report that should explain the design principles and concepts that have been applied to the proposed development. It should demonstrate how the design of the development takes into account the context of the site and surrounding area. The level of detail required will depend on the scale and complexity of the proposal.

2 HERITAGE STATEMENT - As the property falls within a Conservation Area, a Heritage Statement is required. 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 9 May 2024. If I do not receive them by this date I will return the application to you.

Yours faithfully,

Technical Support