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c/o Mr Keith Chandler
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Date 29 April 2024
Our Ref 24/00444/FLH

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

Dear Sir/Madam,

Town and Country Planning Act 1990 (As Amended)
8 Burnhams Grove, Epsom, Surrey
Loft conversion to accommodate a habitable space incorporating rooflights and new window in gable wall end

Thank you for your planning application which was received on 22 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 CERTIFICATE B - Our records indicate the property is under the ownership of Rosebery Housing Association. If this is the case, please be advised that the serving of Certificate B on the landowner will require the Application Form to be amended and submitted to the Local Planning Authority.
- 2 CIL FORM - Please complete Question 3 of the CIL Form and re-submit the whole document to planningsupport@epsom-ewell.gov.uk
- 3 ROOF PLAN - Please provide Existing and Proposed Roof Plans drawn to a recognisable scale (i.e 1:50 or 1:100)

I would be grateful to receive these details by 20 May 2024. If I do not receive them by this date I will return the application to you.

Yours faithfully,

Technical Support