

Planning and Economic Growth

Mr Warren Haynes
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Portsmouth
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Civic Offices
Guildhall Square
Portsmouth
PO1 2AU

Phone: 023 9283 4827

Our Ref: 21/00329/HOU
Your Ref:

31st March 2021

Dear Sir

LOCATION: 6 Chadderton Gardens, Portsmouth, PO1 2TE

PROPOSAL: Retrospective application for the construction of a single storey rear extension **(21/00329/HOU)**

I would advise you that your **planning application** for the above proposal cannot be registered as the following information is required. If you consider the location or description shown does not accurately describe the proposal, please contact me as soon as possible.

1) 'Under Section 107 of the Copyright, Designs and Patents Act 1988 makes it a statutory requirement that a person must not distribute an unlicensed Ordnance Survey Plan. The unauthorised reproduction and the processing of unlicensed plans is an infringement of Crown Copyright and could amount to an offence by the person submitting the plan. You therefore are requested to submit authorised copies of Ordnance Survey plans, or if you hold a valid Ordnance Survey Paper Map Copying Licence please submit two copies of the site location plan with the outline of the site marked in red, clearly showing the licence number.'

Please note that we are unable to accept Land Registry plans or Google maps due to Copyright.

2) Please submit 2 copies of a block plan of the site (e.g. at a scale of 1:200 or 1:500) showing all site boundaries outlined in red, in relation to all neighbouring properties.

3) Please submit 2 copies of drawings drawn to a metric scale of 1:50 or 1:100 showing the existing elevations.

I would be pleased if you could take the appropriate action as indicated above and forward the required details as soon as possible.

PLEASE NOTE: under new guidelines if we do not receive the required information within 28 days your application will be returned to you.

If you require further information or assistance please do not hesitate to contact me on 023 9283 4827 and I shall be pleased to help. If you bring the required details by hand please leave at the City Help Desk on the ground floor of the Civic Offices.

Yours faithfully

Mr Matthew Garrad
Planning Officer