



Planning and Regeneration Service

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Telephone: 01509 634570  
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Web: [www.charnwood.gov.uk](http://www.charnwood.gov.uk)

**11 March 2019**

Dear Sir/Madam

**APPLICATION NO:** P/19/0397/2  
**PROPOSAL:** Proposed one storey extension to front of dwelling to form cloakroom and porch.  
**LOCATION:** 20 Fletchers Way, East Goscote, Leicestershire, LE7 3ZG

Thank you for submitting your application which was received on 19 February 2019. Unfortunately, I cannot currently process your application as it is incomplete. In order to minimise the delay, please provide the following information quoting reference number P/19/0397/2 within seven days of the date of this letter:

1. We require drawings to a scale of 1:50 or 1:100 of existing and proposed elevations and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, written dimensions, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

You can send the information by email to: [development.control@charnwood.gov.uk](mailto:development.control@charnwood.gov.uk) or by post (only one copy is required).

You may find it helpful to complete the national and local planning application requirements checklist to see what is necessary to accompany an application. This can be found alongside the relevant form on our website: <http://www.charnwood.gov.uk/pages/downloadableforms>

**Please note that if the requested information is not received within seven days of the date of this letter your application will be withdrawn.**

Yours faithfully  
Signature1234567890  
Validation Team



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Visit us at [www.charnwood.gov.uk](http://www.charnwood.gov.uk)

