



Planning and Regeneration Service

Gamble and Hollis
1193A Melton Road
Syston
Leicestershire
LE7 2JS

Development Management
Southfields Road
Loughborough
Leicestershire
LE11 2TN

Please Contact: Validation Team
Telephone: 01509 634570
Email: development.control@charnwood.gov.uk
Web: www.charnwood.gov.uk

07 February 2020

Dear Sir/Madam

APPLICATION NO: P/20/0232/2
PROPOSAL: to be checked
LOCATION: 1193A Melton Road, Syston, Leicestershire, LE7 2JT

Thank you for submitting your application which was received on 04 February 2020. 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/20/0232/2 within seven days of the date of this letter:

1. We require a copy of a location plan based on an up-to date map. This should be at a scale of 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. For copyright reasons, Land Registry title plans are not acceptable. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development - for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. The direction north should also be indicated on the plan.

Pay the outstanding fee of £

We will require elevation plans drawn to scale showing the height and appearance of the proposed advertisement with the scale, paper size and critical dimensions or a scale bar noted on the plans. If the advertisements are attached to the building the elevation plan should show the appearance of the advertisement in relation to the building & projection from the building and if the advertisements are detached from the building we will require a block plan to show the precise location of the sign relative to the building (ideally at a scale of 1:500).



Telephone: 01509 263151

Email: information@charnwood.gov.uk

Visit us at www.charnwood.gov.uk

You can send the information by email to: development.control@charnwood.gov.uk or by post (only one copy is required). The fee can be paid by cheque (payable to Charnwood Borough Council) or by credit or debit card over the telephone, on 01509 634570.

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 and fee are not received within seven days of the date of this letter your application will be withdrawn.

Yours faithfully
Signature1234567890
Validation Team