

## Development Services

Howden House · 1 Union Street · Sheffield · S1 2SH  
Emma.Gregory@sheffield.gov.uk

Officer: Emma Gregory  
Ref: 17/00813/FUL

Tel: (0114) 27 34218  
Date: 27 February 2017

AKH Consulting Services  
Cavendish House  
Welbeck  
Worksop  
S80 3LL

### Invalidation of Full Planning Application

Dear Sir or Madam,

- Proposal:** Two-storey side extension and single-storey front extension to dwellinghouse
- Location:** 38 Meadow Drive, Sheffield, S35 1UY,
- Applicant:** Mrs Angela Ellis

Thank you for your application which was received on 24 February 2017. My job is to help you get your application registered as quickly as possible. You need to provide the information set out below so that neighbours and others consulted can easily understand what is proposed, and we can assess it properly. These are legal requirements.

I have had a detailed look at your application and found that it needs the following information before it can be registered:

1. There is a ground floor side window missing from Elevation C which is present on the floor plan. Please amend and provide amended plans as appropriate.

I am sorry that I am unable to register your application, start the consultation process and pass it to a planning officer for processing until I have received all the required details. Please provide this information as soon as possible in order to avoid further delay.

If you have not responded within 21 days of the date of this letter, I will dispose of your application file. For exceptional circumstances an alternative time period may be agreed. Any fee will be returned separately.

We now make an administrative charge if we have to dispose of an application because the additional information we request for validation is not provided within the 21 day or alternative agreed period, to cover the registration costs incurred. In this instance if we dispose of your application a charge of £30.00 will be deducted from any fee refund.

Large print versions of this letter are available by telephoning (0114) 273 5804

That means that if you wish to proceed with the proposals, a completely new application would be needed.

I have to warn you that if you have started the development without planning permission the Council will have to consider whether any enforcement and legal action may be needed. If this is the case I have to advise you to stop work and contact the Planning Service as soon as possible.

If you have any questions about this letter, please contact me on 0114 27 34218 and quote 17/00813/FUL. Do contact me if you are not sure what is required, so that I can help you get your application registered and we can start processing it.

Yours faithfully

*Emma Gregory*

Admin Officer  
Development Management Section