

## Sian Eggington

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**From:** Jessica Stevens [REDACTED]  
**Sent:** 16 May 2019 15:32  
**To:** London Borough of Hillingdon  
**Subject:** Re: FW: Your Ref: BR/115/19/PL Flat 3 20 Richmond Avenue pp/07/65/09/18  
**Attachments:** Flat-3-20-Richmond-Avenue-Bognor-Regis-West-Sussex-PO21-2YE.pdf; Flat-3-20-Richmond-Avenue-Bognor-Regis-West-Sussex-PO21-2YE (1).pdf

Hi,

Attached are the plans as requested, I do hope I've picked the correct ones.

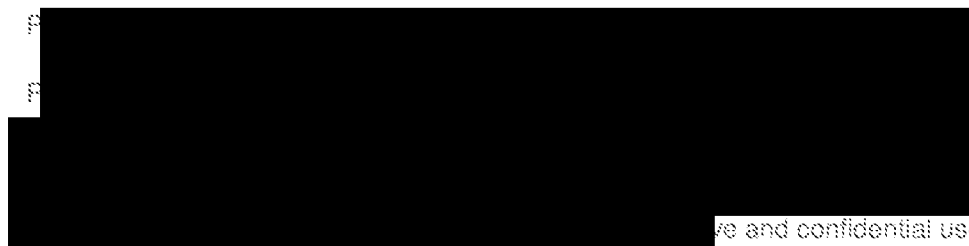
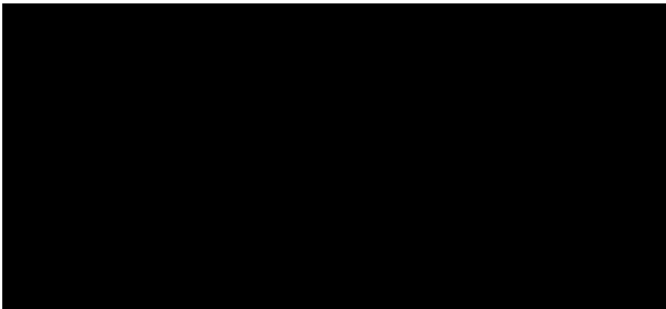
Thanks

*Jessica Stevens*

*Operations Support Manager*

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On Thu, 16 May 2019 at 15:21, London Borough of Hillingdon [REDACTED] wrote:

Dear Jessica,

Thank you for your email.

Unfortunately the application is still invalid as we required some additional plans:

1. Location Plan Required: Please submit an up to date location plan. This plan should be an ordnance survey type plan at an identified standard metric scale, typically 1:1250 or 1:2500. The plan should show the site to which the application relates outlined clearly in red and should identify sufficient surrounding roads with an arrow showing the direction of north to illustrate the location. If you require assistance obtaining a location plan then you can visit the Planning Portal website ([https://www.planningportal.co.uk/homepage/4/buy\\_a\\_plan](https://www.planningportal.co.uk/homepage/4/buy_a_plan)) for links to where you can obtain one from;

2. Block Plan Required: Please submit a block plan to show the property and all site boundaries. This should be at a standard metric scale such as 1:100, 1:200 or 1:500 with a scale bar to allow the confirmation of the stated scale.

Apologies that this was not requested in our original email.

Kind Regards,

Charlotte

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**From:** Daun Johnson [mailto:daun.johnson@hillingdon.gov.uk]  
**Sent:** 15 May 2019 11:05  
**To:** Charlotte Bodin [mailto:charlotte.bodin@pebblehotels.co.uk]  
**Subject:** FW: Your Ref: BR/115/19/PL - Flat 5 20 Richmond Avenue pp/07/65/09/18

**From:** Jessica Stevens [mailto:jessica.stevens@hillingdon.gov.uk]  
**Sent:** 13 May 2019 19:48  
**To:** Planning  
**Subject:** Your Ref: BR/115/19/PL - Flat 5 20 Richmond Avenue pp/07/65/09/18

Hi,

I had had some problems receiving email communication from your office, and you kindly sent me the below email and letter to my work email address, so thank you for that.

When I received the email and read the letter, I called up to speak to someone about the requirements listed within.

He explained to me that all I needed to do was provide a scale drawing of the front elevation of the house with ONE measurement and a scale bar on it. He also said I didn't need to provide anything else.

I told him on the phone I didn't have any funds to have measurements and a professional drawing done. He advised me I could do it myself, so please find attached my drawing.

I have used a scale of 2 CM on the page equalling 1 METRE, so the width of my house is 9 Metres and the drawing is 18 CM along it's length. I have included 2 measurements the width of the house and the width of one of the windows, as I have noted above your colleague told me I did not need to provide any more than one measurement on the drawing.

I confirmed to him that the windows are currently wooden box sash and I would be switching to UPVC casement windows, however they will have georgian bars to allow for them to look as similar as possible, I included the window companies drawings in my original application.

I do hope that this is enough information, but if you need anything else I will do my best to provide it.

I look forward to hearing from you

*Jessica Stevens*

*Operations Support Manager*

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[REDACTED]

[REDACTED]

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On Fri, 10 May 2019 at 13:40, Planning [REDACTED]

Please find attached the incomplete letter [REDACTED]

**From:** Kerrie Hay  
**Sent:** 08 May 2019 16:24  
**To:** Planning  
**Subject:** Flat 3 20 Richmond Avenue pp/07/65/09/18

Application sent via planning portal.

There have been email sent to her requesting more info but she has been unable to open them please email; them to the below email address

Need to update some information inc new email address

Jessica Stevens [REDACTED] ents.

Many thanks Kerrie

Kerrie Hay | Customer Liaison Officer Arun District Council | Location: Bognor Regis Town Hall, Clarence Road, Bognor Regis, West Sussex, PO21 1LD  
Internal: 37927 | External: +44 (0) 1903 737927 | E-mail: [Kerrie.Hay@arun.gov.uk](mailto:Kerrie.Hay@arun.gov.uk)

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## London Borough of Hillingdon

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