

Elaine Walby

From: Elaine Walby
Sent: 18 August 2026 12:13
To: [REDACTED]
Subject: LU/189/26/L Harbour House, 61 Surrey Street
Attachments: Listed Building Validation Requirements List 2024.pdf; ADC-HER-Heritage-Statement-Template-July-2020.docx; ADC-Guidance-Note-for-Completing-the-ADC-Heritage-Statement-Template-July-2020.pdf

Dear Mrs Mason

Thank you for your recent Listed Building Consent application.

I am unable to proceed with your application until the following information is received:

Block Plan, a plan at 1:500 scale clearly indicating the replacement windows to the rear of the building.

Elevations, existing and proposed elevations at a scale of 1:50 or 1:100.

Heritage Statement, unfortunately you do need to provide this. I attach a link to a template which may be of assistance.

Design & Access Statement, unfortunately you do need to provide this. The validation criteria provides more information on what is required.

Photographs, please provide showing the existing building and cross referencing the windows as labelled in the window detail document.

Please could you provide the information within 14 days or contact me if you require additional time.

Kind regards

Elaine Walby
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Planning Services

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