

27.6.13



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Colham Manor Primary School
Violet Avenue
Hillingdon
Middlesex
UB3 3PT

17 JUN 2013

Ref: 8721/APP/2013/1508

12th June 2013

Dear Sir or Madam,

Re: Planning application at: Colham Manor Primary School, Violet Avenue

We have been appointed by the London Borough of Hillingdon to undertake validation checks on planning applications submitted to them. We are currently validating the above application, and would advise you that there are some issues with the application as submitted. These are as follows:

- 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 Boville & Wright, High Street, Uxbridge, (Opposite Tesco Store) 01895-450321;
- 2. Scale Labels Required: Please annotate the scales to which each drawing has been drawn to (e.g. 1:50, 1:100 etc.);
- 3. Plan Labels Required: It is not clear on the submitted plans which area is which (i.e. which is parking and which is the extended playground.) Please label the areas accordingly to clarify the situation;
- 4. Parking Layout Required: Please demonstrate the proposed parking layout on the plans;
- 5. Certificate of Ownership Required: You are required to complete one of the Certificates of Ownership on the application form. Please sign either certificate A, B, C, or D accordingly. Please find enclosed a blank copy of the forms for you to complete;
- 6. Agricultural Holdings Certificate Required: You have not signed an Agricultural Holdings Certificate as the page was missing from the submitted copy. Please find enclosed a blank copy of the application form for you to sign one of these certificates and resubmit;
- 7. Declaration Not Signed: You have not signed the declaration. Please find enclosed a blank copy of the application form for you to sign the declaration and resubmit;
- 8. Application Form Incomplete: You have also not completed Questions 9, and 29-31 which are required. Please find enclosed a blank copy of the forms for you to complete;

Planning & Community Services
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9. Tree Report Required: As there are trees on site, a tree report is required for this application. However, if you feel a tree report is not required for the above application, then please submit a brief statement outlining the reasons as to why you believe a tree report is not required but please be aware that you may be asked to submit a tree report at a later date by the planning officer. Please speak with the Principal Tree and Landscape Officer at LBH for further guidance (01895 250 230).

Please forward one copy only of the required information to the address below, or if possible, by email, as this will make validation of your application faster.

For email submissions please submit in PDF format, where possible.

Please be aware that if we do not receive the requested information within 14 days of the date of this correspondence, we will be forced to return your application.

Upon receipt of the above we will validate your application and you should expect to receive confirmation from London Borough of Hillingdon in due course. We will re-contact you should there be any problems.

Any queries can be addressed to the team at hillington@terraquest.co.uk or by phone or post with the details below.

Yours Sincerely

The Hillingdon Team
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Hillingdon@terraquest.co.uk



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