

Ref: Y16/0370/SH / JL  
Direct Dial: 01303 853538  
E-mail: [planning@shepway.gov.uk](mailto:planning@shepway.gov.uk)  
Date: 20th April 2016

Mrs J Hughes  
Telegraph Property Management Ltd  
Telegraph House  
Compton  
Chichester  
West Sussex  
PO18 9QL

Dear Sir / Madam,

**INVALID APPLICATION**

**APPLICATION NUMBER: Y16/0370/SH/INVALID**

**LOCATION: CAPTAINS COURT, STADE STREET, HYTHE KENT  
CT21 6ED**

I acknowledge receipt of your application which was received on 7th April 2016.

Unfortunately the application is invalid and until we receive the following information, it cannot be registered or progressed any further:

1. Please provide drawings showing the existing external elevations of the building and the proposed elevations with the new balustrades shown on the plans, drawn to a recognised metric scale of 1:50 or 1:100.
2. Thank you for providing elevation drawings. However these are unclear as they show a proposed new lounge conservatory to the ground floor. This is not proposed within the description on the application form. Therefore please can this be clarified. If the conservatory is not proposed then this should be removed from the plans.

Please resubmit with the information requested **quoting the Y16/0370/SH/INV application number above** within 21 days from the date of this letter. If sending via email, please send to the planning inbox ([planning@shepway.gov.uk](mailto:planning@shepway.gov.uk)) and not to myself.

**Please note – If you have paid a fee then your payment has been processed, but the application will remain invalid and will not be progressed until the required information has been provided. If we do not receive this information within 21 days**

**or you notify us in writing that you do not wish to proceed with the application, your payment will be refunded.**

Yours faithfully

A handwritten signature in black ink, appearing to read 'J. Ling', with a stylized flourish at the end.

Mr Julian Ling  
Planning Officer