

Email: planning@folkestone-hythe.gov.uk
Date: 25 September 2025



The Occupier
7 ELM ROAD
FOLKESTONE
KENT
CT19 6EA

Dear Sir/Madam

The Council has received an application for the following proposal:

Application Number	25/1762/FH
Proposal	Conversion of garage to self contained annexe and rear balcony to first floor.
Site Location	5 ASH TREE ROAD, FOLKESTONE, CT19 6ED

You can view this application, plans/drawings and any other associated documents online at <https://folkestonehythedc.my.site.com/PR3/s/be-register-view> or by scanning the QR code



Any person wishing to make representations about this application, which should relate to land use considerations, can submit comments on-line using the above web address, email planning@folkestone-hythe.gov.uk or write to the Chief Planning Officer, Civic Centre, Castle Hill Avenue, Folkestone, CT20 2QY.

Group submissions (petitions)

Notifications regarding the outcome of any planning application and/or committee proceedings will be sent exclusively to the individual who submitted the group comment (petition), this approach ensures clear, consistent, and accountable communication by designating a single point of contact for all correspondence related to the submission.

It is the responsibility of the sender to pass relevant information to other contributors or interested parties within the group.

Your representation should arrive no later than 16 October 2025.

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Any anonymous comments cannot be taken into consideration.

If you do not own this property, please forward this letter to the owner.

Under the provisions of the General Data Protection Regulations 2018, from 25th May 2018 all comments on applications will be held for 3 years.

Yours faithfully

Development Management Team
Folkestone & Hythe District Council

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