



Sent to correct email address

Address and summary of proposal in subject header

From: Example@Example.co.uk
Sent: 30 October 2018, 09:38
To: Planning@wycombe.gov.uk
Subject: PROPOSED EXTENSIONS & ALTERATIONS - 1 EXAMPLE STREET, HIGH WYCOMBE, BUCKS, HP11 1BB.
Attachments: EXAMPLE - Planning Application Forms.pdf; EXAMPLE - SURVEY.pdf; EXAMPLE - PLANNING DRAWING 1A.pdf

Example - Planning Application Forms.pdf (5 MB) Example - SURVEY.pdf (170 KB) Example - PLANNING DRAWING 1A.pdf (235 KB)

Attachments clearly titled

Dear Sir / Madam,

Please find attached my Householder planning application for the proposed extensions and roof alteration works to the above property.

I attach the following documents:-

- Householder planning application form
- Certificate of Ownership
- Survey Drawing ref: 17/18-SU including Location Plan & Site Plan.
- Planning Drawing ref: 17/18-01A including Location Plan & Site Plan.

Summary of attachments - easy to find and match up

Details on how payment will be made

I will deliver a cheque for payment of the planning application fee of £206.00 later today. Please give me a call on 01494 441XXX if you have any queries.

Yours Sincerely,

Mr. Bloggs.

Contact number provided

Sent from [Mail](#) for Windows 10

Click [here](#) to report this email as spam.