
Re: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX - further information required.

[REDACTED]
Date Tue 02/12/2025 16:34

To Fox, Jennie <Jennie.Fox@havant.gov.uk>; [REDACTED]

Hi Jennie,

To answer your queries, see answers below:

1. Reposition and relocation of kitchen
2. The materials are being used to provide as close match as possible to existing building and the windows / doors are going to be white UPVC to match existing house as well

[REDACTED]
Thanks
Grace

Sent from [Outlook for iOS](#)

From: Fox, Jennie <Jennie.Fox@havant.gov.uk>

Sent: Tuesday, December 2, 2025 4:07:02 PM

[REDACTED]
Subject: Re: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX - further information required.

Hi Mark and Grace,

I've now written up most of the recommendation, pending the consultation response from Southern Water confirming your build over agreement and any neighbour comments. Can I please check:

- What will the extension be used for? I.e. additional living space, new kitchen etc.
- Will the materials match the existing house? [REDACTED]

[REDACTED] If you wanted to do block and render or dark coloured window frames now is the time to decide.

[REDACTED]
Kind regards,

Jennie Fox

Planning Officer | T: 07880 777478
Development Management
Planning Services
Havant Borough Council, Public Service Plaza, Havant, PO9 2AX

Working pattern: Monday – Friday

Advance Notice of Leave: 17th - 19th December



In August 2025, the council moved to a new case management system, across Planning Development, Licensing and Environmental Health. This change involved moving 25 years' worth of data from multiple systems into one new system and learning how to use the new system.

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Thank you for your understanding and patience.

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From: Mark Kirton <markkirton670@gmail.com>

Sent: 01 December 2025 14:51

To: Fox, Jennie <Jennie.Fox@havant.gov.uk>

Cc: Grace Miles <gracecmiles@hotmail.com>

Subject: Re: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX - further information required.

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Hi Jennie

Roof thickness is 400mm that's from the bottom of the soffit to top of the roof
And can confirm the width of 6.1m

Many thanks

Mark

Sent from my iPhone

On 1 Dec 2025, at 13:56, Fox, Jennie <Jennie.Fox@havant.gov.uk> wrote:

Hi Grace,

The height I need is as measured from the lowest external ground level to the top of the flat roof - on the roof finish rather than under the eaves. If you can give me either the floor level to the top of the roof or confirm the roof thickness I can work that out.

Can you confirm if the width would be 6m as on the application form or 6.1m as on the drawing?

Kind regards,

Jennie Fox

Planning Officer | T: 07880 777478
Development Management
Planning Services
Havant Borough Council, Public Service Plaza, Havant, PO9 2AX

Working pattern: Monday – Friday

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<Outlook-iu0o02h5.png>

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From: Grace Miles <gracecmiles@hotmail.com>

Sent: 28 November 2025 09:26

To: Fox, Jennie <Jennie.Fox@havant.gov.uk>

Cc: Mark Kirton <markkirton670@gmail.com>

Subject: Re: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX - further information required.

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Hi Jennie,

Apologies, that is just a typo on the drawings, and it should say 6.1m to reflect our form and block plans. Have amended and attached!

Let me know if anything else is required.

Thanks
Grace

Sent from [Outlook for iOS](#)

From: Fox, Jennie <Jennie.Fox@havant.gov.uk>
Sent: Friday, November 28, 2025 8:59:08 AM
To: Grace Miles <gracecmiles@hotmail.com>
Cc: Mark Kirton <markkirton670@gmail.com>
Subject: Re: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX - further information required.

Hi Grace,

I have attached a copy of the drawings that were submitted. They currently show the extension as 6.5m wide, which I'm sure isn't correct as your block plan more or less agrees with the 6m length you've put on the form! I don't have any heights on the form or drawing, since where the ground is sloped it's hard to tell ground to roof height, but if you can tell me how many brick courses would be above the doors and how thick the roof would be (I'm assuming around 300mm) I can work that out for you.

On the decision the drawings will be listed out and there's some legal wording that goes with them to say the works will be built as per the drawings so I have to make sure they show the right sizes.

Kind regards,

Jennie Fox

Planning Officer | T: 07880 777478
Development Management
Planning Services
Havant Borough Council, Public Service Plaza, Havant, PO9 2AX

Working pattern: Monday – Friday

Advance Notice of Leave: 17th - 19th December

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From: Grace Miles <gracecmiles@hotmail.com>

Sent: 27 November 2025 17:45

To: Fox, Jennie <Jennie.Fox@havant.gov.uk>

Cc: Mark Kirton <markkirton670@gmail.com>

Subject: Re: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX - further information required.

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Hi Jennie,

The plans are as per original drawings 3.5 x 6.1m with a height as spec'd in application. No change to this! Hopefully that helps.

Thanks
Grace

Sent from [Outlook for iOS](#)

From: Fox, Jennie <Jennie.Fox@havant.gov.uk>

Sent: Thursday, November 27, 2025 1:09:07 PM

To: Grace Miles <gracecmiles@hotmail.com>

Cc: Mark Kirton <markkirton670@gmail.com>

Subject: Re: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX - further information required.

Hi Grace,

There was actually something I wanted to ask you about. When I measured the block and location plans the distance across the back of the house wasn't coming out at 6.5m so I went back and drafted out some existing and proposed elevations based on the site photos. I've attached a copy which is 1:100 at A4 and has the dimensions in millimetres. Would you mind double checking the overall height and width of the extension with your builder?

Kind regards,

Jennie Fox

Planning Officer | T: 07880 777478
Development Management
Planning Services
Havant Borough Council, Public Service Plaza, Havant, PO9 2AX

Working pattern: Monday – Friday

Advance Notice of Leave: 17th - 19th December

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From: Grace Miles <gracecmiles@hotmail.com>
Sent: 27 November 2025 10:46
To: Fox, Jennie <Jennie.Fox@havant.gov.uk>
Cc: Mark Kirton <markkirton670@gmail.com>
Subject: Re: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX - further information required.

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Hi Jennie,

Hope you are well! I just thought I'd check in and see how we are getting along and if there are any updates at all please?

Thanks
Grace

Sent from [Outlook for iOS](#)

From: Fox, Jennie <Jennie.Fox@havant.gov.uk>
Sent: Monday, November 17, 2025 12:27:17 PM
To: Grace Miles <gracecmiles@hotmail.com>
Subject: Re: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX - further information required.

Thanks Grace,

Not you being daft at all, just a lot of boxes to tick 😊

Jennie Fox

Planning Officer | T: 07880 777478
Development Management
Planning Services
Havant Borough Council, Public Service Plaza, Havant, PO9 2AX

Working pattern: Monday – Friday

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From: Grace Miles <gracecmiles@hotmail.com>
Sent: 17 November 2025 12:21
To: Fox, Jennie <Jennie.Fox@havant.gov.uk>
Subject: Re: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX - further information required.

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Thanks Jennie, sorry I didn't have original copy so definitely me being daft. See attached.

Thanks
Grace

Sent from [Outlook for iOS](#)

From: Fox, Jennie <Jennie.Fox@havant.gov.uk>
Sent: Monday, November 17, 2025 12:13:18 PM
To: Grace Miles <gracecmiles@hotmail.com>
Subject: Re: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX - further information required.

Hi Grace,

That's the version I tweaked to show what we need. I've attached the block plan we originally received where the red line was just shown around the extension, if you could amend it the same way as the location plan that would be amazing. It won't stop us doing the advertising, I just need to make sure all the drawings match up between now and issuing a decision!

Kind regards,

Jennie Fox

Planning Officer | T: 07880 777478
Development Management
Planning Services
Havant Borough Council, Public Service Plaza, Havant, PO9 2AX

Working pattern: Monday – Friday

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From: Grace Miles <gracecmiles@hotmail.com>

Sent: 17 November 2025 11:59

To: Fox, Jennie <Jennie.Fox@havant.gov.uk>

Subject: Re: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX - further information required.

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Hi Jennie,

Thanks for clarifying. Likely me being completely daft, but is the attached block plan not showing the driveway with a red line?

Thanks
Grace

Sent from [Outlook for iOS](#)

From: Fox, Jennie <Jennie.Fox@havant.gov.uk>

Sent: Monday, November 17, 2025 11:54:13 AM

To: Grace Miles <gracecmiles@hotmail.com>

Subject: Re: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX - further information required.

Perfect, thanks Grace.

I think it was just where we were missing the location plan and the support team couldn't advertise the application until we had it (some of the statutory consultees need it so they can check they're looking at the right site). I've just sent the plan across so you should be able to see the new householder application later today.

Are you also able to update the block plan with a red line to match the location plan?

Kind regards,

Jennie Fox

Planning Officer | T: 07880 777478

Development Management

Planning Services

Havant Borough Council, Public Service Plaza, Havant, PO9 2AX

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From: Grace Miles <gracecmiles@hotmail.com>

Sent: 17 November 2025 11:42

To: Fox, Jennie <Jennie.Fox@havant.gov.uk>

Cc: Mark Kirton <markkirton670@gmail.com>

Subject: Re: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX - further information required.

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Hi Jennie,

Please see attached, hopefully that is ok!

I noticed that our application was no longer on the website, just checking that is usual and no issues?

Thanks
Grace

Sent from [Outlook for iOS](#)

From: Fox, Jennie <Jennie.Fox@havant.gov.uk>

Sent: Monday, November 17, 2025 11:36:18 AM

To: Grace Miles <gracecmiles@hotmail.com>

Subject: Re: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX - further information required.

Hi Grace,

Many thanks for getting on this so quickly. As Mark established that the driveway is shared last week would you be able to make a slight change to the red line for me as per attached? Or you can just confirm and send those plans back to me if that's easier.

Kind regards,

Jennie Fox

Planning Officer | T: 07880 777478
Development Management
Planning Services
Havant Borough Council, Public Service Plaza, Havant, PO9 2AX

Working pattern: Monday – Friday

Advance Notice of Leave: 17th - 19th December

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From: Grace Miles <gracecmiles@hotmail.com>
Sent: 17 November 2025 09:59
To: Havant Planning and Development Mailbox New
<planning.developmentnew@havant.gov.uk>; Fox, Jennie <Jennie.Fox@havant.gov.uk>
Cc: Mark Kirton <markkirton670@gmail.com>
Subject: Fw: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX
- further information required.

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Hi Jennie,

Nice to meet you Friday. I've attached the site plan requested, please let me know if further amendments need to be made.

Thanks
Grace

Sent from [Outlook for iOS](#)

From: Mark Kirton <markkirton670@gmail.com>
Sent: Friday, November 14, 2025 4:38:05 PM
To: Grace Miles <gracecmiles@hotmail.com>
Subject: Fwd: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX - further information required.

Sent from my iPhone

Begin forwarded message:

From: Planning Services <planning.development@havant.gov.uk>
Date: 14 November 2025 at 14:45:29 GMT
To: markkirton670@gmail.com
Subject: Planning Application Reference: APP/25/00880 27 Penhurst Road, Havant, PO9 3NX - further information required.

The Town and Country Planning Act 1990 (as amended)

**Town and Country Planning (Development Management Procedure)
(England) Order 2015**

Location: 27 Penhurst Road, Havant, PO9 3NX

Proposal: Rear Flat Roof Extension.

Case Reference: APP/25/00880

The Council has moved to a new software system for case management across the planning service which has impacted our ability to process your application within normal timescales. We are sorry that you have been affected by this change.

There is a significant backlog of work due to the implementation of the new system and likely to be further delays. Thank you for your patience whilst our officers work to get all the outstanding applications progressed.

I acknowledge receipt of your Householder Planning Application received 14/11/2025. The application has been examined against the mandatory National Requirements and Havant Borough Council's Local Information Requirements and is, in our opinion, invalid for the following reason(s):

Reason:

Please provide a location plan to the following criteria:

A plan which identifies the land, to an identified scale (1:1250 or 1:2500) and showing a north point.

Plans should, wherever possible, show at least two named roads and the surrounding buildings.

The application site should be edged clearly with a red line.

It should include all land necessary to carry out the proposed development - for example, land required for access to the site from a public highway, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

If the plan is based on or appears to be based on Ordnance Survey data, the plan must have been purchased within 12 months and the relevant licence number or download details must be clearly shown.

Please note: we are unable to accept Land Registry plans because of the copyright restrictions.

Plans can be purchased using links provided by the Planning Portal website or any other authorised Ordnance Survey data reseller.

Our Local Information Requirements List provides further information and guidance.

The statutory period within which the Council should make its decision will not begin whilst the application remains invalid.

If you submitted your original application through the Planning Portal, please send your revised documents direct to us by email, rather than a revised version in the Portal, as we can process your amendments more efficiently this way.

However, if you feel that the information requested above is not appropriate or adds nothing to the application, please provide written justification for excluding the information and this will be taken into consideration.

Yours sincerely

Planning Services



**Planning Services, Havant Borough Council, Public Service Plaza,
Havant, PO9 2AX**

Havant Planning Office Contact Details

Email: planning.development@havant.gov.uk

Telephone: 02392 446530

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