MANCHESTER
CITY COUNCIL

Technical Support Team
Planning

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P O Box 532 Town Hall
Manchester M60 2LA

Stephen Smith
Ashley Smith Chartered Surveyors
Oakmere
Belmont Business Park
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Co Durham
DH1 1TW

Date: 10 October 2013

Dear Sir/Madam,

Application number: 103675/FU/2013
Proposal: Change of use of 4th floor from gymnasium use (D2) to non-residential education and training centre (D1) (extension of D1 use on third floor)
Location: Fourth Floor, 2 New York Street, Manchester, M1 4HJ

Further to our previous correspondence, I am unable to progress your proposal as the application remains invalid or incomplete for the following reason(s):

1) A layout plan will still be required. This does not need to be as detailed as the plan you submitted for the 3rd floor, but should show the indicative areas needed for the offices and the access points.

I am therefore holding your application and if you wish to discuss the information required members of my staff will be pleased to assist.

Please return any documents/information required to the Technical Support Team, Planning at the above address. If we have not heard from you within 10 working days we will return your application.

Yours faithfully,

Julie Roscoe
Head of Planning, Building Control & Licensing