



PLANNING AND DEVELOPMENT

Melanie Hale
Head of Planning Services

Number One Riverside, Smith Street,
Rochdale, OL16 1XU

Telephone: 0300 303 8873
Email: joanne.hough@rochdale.gov.uk
Our ref: 25/00982/CPL
Enquiries to: Joanne Hough
Direct Line: (01706) 924347
Date: 7 October 2025

Mrs Melanie McNally
21
millgate
21
Rochdale
OL162NU
United Kingdom

Dear Sir/Madam

INCOMPLETE PLANNING APPLICATION

Application No:	25/00982/CPL
Application Type:	Certificate of lawful use-Proposed
Proposal:	To include a home base salon for myself to work from, 2 workstations and a backwash
Location:	21 Mill Gate, Rochdale, Rochdale, OL16 2NU

I refer to the above planning application, received on 24 September 2025, I regret that your application as it is currently incomplete in respect of the following:-

- 1) The site edged in red on the location plan including all land necessary to carry out the proposed development a blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- 2) We would require an existing and proposed site plan showing the garage in relation to the neighbouring properties 1:200 or 1:500.
- 3) We would require existing and proposed floor plans and existing and proposed elevations to a recognisable scale.
- 4) The fee for the above application would be based on half of the full application fee which would be £289 therefore an additional £158 would need to be paid via our contact centre on 0300 303 8873 quoting the above reference number.

In order for us to validate your application, you need to provide the above information (or contact us to confirm the information is being collated) within the next 28 days otherwise we will presume that you do not wish to proceed and the application will be closed on our system.

Yours faithfully

Joanne Hough

On behalf of Development Management

