

Norton St Philip Parish  
Council  
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5th December 2025

Dear Parish Clerk

**Town and Country Planning Act 1990**

**Proposal:** Proposal for external alterations to existing attached side garage. Works to include removing the existing garage door and infilling the opening with stonework to match the existing, along with installing a new front window, with materials and sills to match the properties existing windows. A new window is also proposed to the rear elevation to provide natural light to the utility room. A new internal partition will provide more separation between the utility room and adjacent storage space.

**Location:** 11 Shepherds Close Norton St Philip Frome Somerset BA2 7PT

**Applicant:** Mr Michael Shaw

**Application Type:** Certificate of Proposed Use/Development

**Application Number:** 2025/2115/CLP

The Council has received the above application and the documents are available on the website: <https://publicaccess.mendip.gov.uk/online-applications/>.

This is a **notification only** and in line with the Council's Constitution and the adopted scheme of delegation and terms of reference, the decision for this applications is delegated to officers. This notification is therefore being provided as a matter of courtesy for your information.

The application is being dealt with by Connor Chapman, email [connor.chapman@somerset.gov.uk](mailto:connor.chapman@somerset.gov.uk) and telephone on 01935 462374.

Please note that, for applications for Prior Approval/Notification and works to Trees in a Conservation Area, due to the tight timescale within which a decision needs to be made, and the deemed approval status of the application if the timescale is not met, a decision may need to be made very soon after you have received this notification.

If this application is for a Certificate of Lawfulness and you have evidence to contradict or otherwise make the applicant's version of events less than probable, then you can submit this information to the Council for consideration. Please be aware that this information will be shared with the applicant so that they can have an opportunity to comment on it and possibly produce counter-evidence.

Should you have any detailed queries about the proposal, please contact the case officer.

Yours sincerely

Connor Chapman

connor.chapman@somerset.gov.uk  
01935 462374

Planning - East Team  
Somerset Council

