

31 October 2024



Regeneration and Planning
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Dear Sir / Madam

Planning Portal Reference: PP- :PP-13528588

104 Belsize Lane, NW3 5BB

Application For Full Planning Permission

On behalf of the Applicant E & O Ltd we submit an application for full planning permission for the following development at 104 Belsize Lane NW3:

Installation of painted wooden access door and minor alterations to existing bay window at ground floor front elevation

In addition to this Covering letter, please find enclosed the following drawings and documents in support of this application:

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| • <i>Location Plan,</i> | <i>prepared by PKS Architects</i> |
| • <i>Existing and Proposed Elevations</i> | <i>prepared by PKS Architects</i> |
| • <i>Planning and Design and Access Statement</i> | <i>prepared by PKS Architects and Savills</i> |
| • <i>CIL Form 1</i> | <i>prepared by Savills</i> |

In addition to the above, a completed Application Form and CIL (Community Infrastructure Levy) form, prepared by Savills, is submitted. The requisite application fee will be paid online via the Planning Portal.

Site and Surroundings

The application site encompasses an existing 2 storey building currently in office use within Class E over both floors.

The building is currently owned and occupied by the applicant themselves (a local development) company and the first floor is used wholly for document and office storage. The ground floor provides office space for approximately 3-4 persons .

The site lies within the Belsize Conservation Area and within the Belsize Village Sub Area.



The Proposals

A single leaf, white painted timber entrance door is proposed to be inserted at the south end of elevation with modest alterations, again in white painted timber, to match the existing and also to the adjacent window to accommodate this and to broadly match the height of the existing adjacent window

The door is to allow flexibility of use and occupation of the of the premises

The door opens inwards and not over the highway.

We trust that the submitted information is sufficient to enable a timely Validation and positive determination, however please do not hesitate me at DWhittington@savills.com for further assistance.

Yours faithfully

A handwritten signature in blue ink, appearing to read "D Whittington".

David Whittington
Director
Savills Planning