

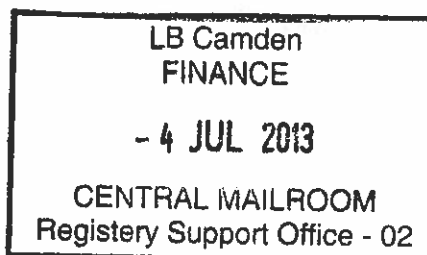
MATTHEWS & SON LLP

Chartered Surveyors

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DET/10853/19

Department of Planning and Regeneration
Culture and Environment Directorate
London Borough of Camden
6th Floor
Camden Town Hall
Judd Street
London, WC1H 8ND



3 July 2013

Dear Sir/Madam

CONWAY HALL, 25 RED LION SQUARE, LONDON, WC1R 4RL

My client, Conway Hall Ethical Society, proposes to introduce two new doorways and a new partition on the ground floor of this property. As the property is Grade II listed, I understand that listed building consent is required for these works. I therefore submit a formal application and enclose the following:-

- Four copies of the completed and dated application form including completed and dated Ownership Certificate
- Four copies of a site location plan – drawing no 10853/17/1
- Four copies of our drawing no. 10853/19/1 – existing ground floor plan
- Four copies of our drawing no. 10853/19/2 – proposed ground floor plan
- Four copies of our drawing no. 10853/19/3 – existing lettings room plan
- Four copies of our drawing no. 10853/19/4 – proposed lettings room and chair storage plan
- Four copies of our drawing no. 10853/19/5 – existing kitchen/servery plan
- Four copies of our drawing no. 10853/19/6 – proposed kitchen/servery plan
- Four copies of the Design, Access and Heritage Statement
- Four copies of the photographic schedule showing location of proposed works

Members

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I do hope that you find my submission sufficient for your purposes and that you are minded to approve the work. My client is under time pressure and as such your urgent attention to this application would be most gratefully appreciated. If you have any questions, or require any further information, please do contact me.

Yours sincerely



DUNCAN HIBBITTS
for MATTHEWS & SON LLP