

Camden Council  
Planning Control  
5<sup>th</sup> Floor  
Camden Town Hall Extension  
Argyle Street  
London  
WC1H 8EQ

13<sup>th</sup> February 2008

**Our Ref: E003988**

Dear Sir/Madam

**Re: Proposed ATM Installation E003988@Suncheck, 17 Woburn Place, London, WC1H 0LU**

Our company is acting on behalf of Bank Machine Ltd to install an automated teller machine.

We propose to install an automated teller machine at the above address and would like to obtain Planning permission. We are enclosing a planning application for this installation.

In addition to this letter, the application comprises

1. Application form and ownership certificates;
2. Site location plan;
3. Existing and proposed plans;
4. Existing and proposed elevations;
5. Photographs of the property;
6. Design and Access Statement
7. Cheque of £135.00 for Planning and £75.00 for Advert to Follow.

The property, in which the ATM is installed, is located within a retail area.

The ATM in this location will therefore have the principal benefit: of encouraging people to visit local shops, spend money in these shops and therefore maintain and enhance the vitality and viability of this area.

The ATM is of a standard design as located in many locations throughout the UK. It will be unobtrusive, comprising metal and plastic materials, blending in with the modern shop fronts.

We look forward to receiving written confirmation of the registration of this application together with a receipt for the statutory fee.

We would be grateful if you could return a set of stamped plans with the decision document.

Please call me if you require any further information or any of the above requires clarification.

Yours faithfully,

Carolyn Booth  
**COMPLETE TECHNICAL SERVICES LTD**