

November 2014

Planning, Design & Access Statement

24 Betterton Street, London, WC2H 9BU

Prepared for Ms J Ulfane

Prepared by Savills UK

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Appendix 1: Utility Bills

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1. Introduction

Background

- 1.1. This Planning, Design and Access Statement has been prepared by Savills, on behalf of Ms J Ulfane, in support of the planning application for the change of use from two residential units to a single family dwelling.
- 1.2. The proposed description of development is as follows:

“Change of use from two residential units to a single family dwelling”.
- 1.3. The evidence consulted during the process of reviewing this property confirms that the site is two separate residential dwellings.
- 1.4. The proposed development seeks full planning permission for the change of use from two residential units to a single family dwelling.
- 1.5. A separate application for listed building consent will be submitted at a later date to deal with minor internal and external alterations as required by the new tenant. This application relates solely to the land use.

Structure of this Report

- 1.6. This statement is set out as follows and should be read in conjunction with the submitted drawings:

Section 2: Site and Surrounding Area;

Section 3: Planning History;

Section 4: The Proposal;

Section 5: Design and Access;

Section 6: Conclusion;

Appendix 1: Utility Bills

Appendix 2: Council Tax Bills

Appendix 3: Letter from Camden Council

2. Site and Surrounding Area

- 2.1 The property is located on the north side of Betterton Street, within the Seven Dials Conservation Area (Figure 1).

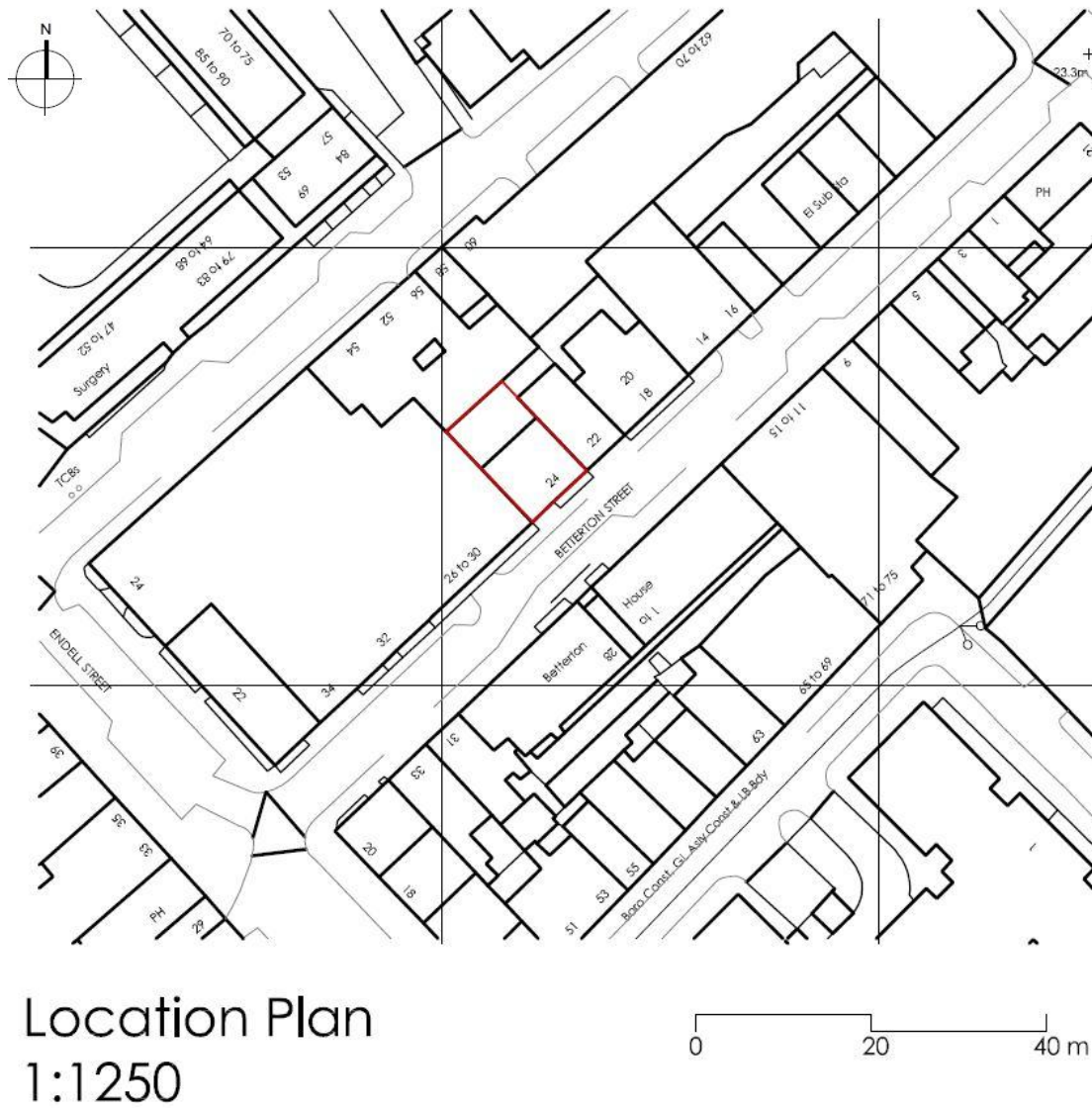


Figure 1. Site Location

- 2.2 The property is a Grade II* listed building, named as 'Brownlow House and Attached Railings' on the National Heritage List for England.
- 2.3 The evidence reviewed in relation to this property confirms that the site is two separate residential dwellings. These consist of a basement flat located on the lower ground floor of the property, and a house which covers the ground, first, second and third floors.
- 2.4 The property benefits from a Public Transport Accessibility Level (PTAL) rating of 6b allowing excellent transportation connections, with Holborn Underground Station located approximately 0.5 kilometres away, and Tottenham Court Road Underground Station located approximately 0.6 kilometres away.
- 2.5 The surrounding area including Endell Street, Drury Lane and the wider Covent Garden area comprise a wide range of uses including: residential, offices, restaurants and cafes, public houses, and retail units.

3. Planning History

Planning History

3.1 A review of the Council's online planning history register in respect of the site has been conducted and the following records noted:

- Planning permission was granted on 8 April 2008 to create a lightwell and new window to increase the light levels reaching the basement floor . The description of development for this proposal was for the "Creation of lightwell in the front elevation, insertion of new window at basement level and the installation of railings." (Application Ref: 2008/0001/P).
- Listed Building Consent was also granted on 14 May 2008 for "Internal and external works comprising reinstatement of lightwell to basement front elevation, insertion of new window and installation of railing to self-contained flat". (Application Ref: 2008/0002/L).
- A planning application was withdrawn on 15 August 2005 for the "Excavation of lightwell to front of house and installation of window at basement level together with railings." (Application Ref: 2005/3220/P).
- Planning permission was granted on 2 April 2004 for the "Installation of railings to front of house." (Application Ref: 2003/2589/P).
- Listed Building Consent was granted on 28 May 2003 for the "Repair of window arches and surrounding brickwork." (Application Ref: LSX0304073/L).
- Listed Building Consent was granted on 4 July 2003 for the "Installation of kitchen facilities in the room at first floor rear." (Application Ref: LSX0205284).
- Planning permission was granted on 15 November 1958 for "The use of the 3rd floor, 2nd floor and two rooms on the north-east side of the 1st floor for residential purposes, at No.24 Betterton Street, Holborn." (Application Ref: TP20825(1958)).
- Planning permission was granted on 1 January 1946 for "The use of 24, Betterton Street, Holborn, for general business purposes, viz., shops, offices and storage." (Application Ref: TP20825(1946)).

- A planning application was refused on 4 April 1938 to “Erect a new building on the site of No.24, Betterton Street, Holborn.” (Application Ref: 20825/45864).
- 3.2 The planning history is inconclusive as to whether permission was gained for the use of the property as two separate residential units.

4. The Proposal

- 4.1 This application consists of a proposed change of use from two residential units to a single family dwelling.
- 4.2 This planning application deals solely with the change of use of the property and does not consider any associated alterations. No change to the facade or the interior of the building is proposed as part of this application, save for the removal of a modern internal door which would not affect the architectural or historic interest of the property and not therefore require listed building consent. A separate application for listed building consent application will be submitted at a later date to deal with alterations to the property as required by the new owner.

(a) Existing Use

- 4.3 It is evident from a site visit conducted on 6 November 2014 that the site is currently in use as two separate residential units.
- 4.4 A separate entrance door to the basement flat is shown in Figures 1 and 2 and marked on Drawing P06 Existing Lower Ground Floor-A3 as Unit 1 front door.



Figure 1: Basement Flat entrance door viewed from Betterton Street



Figure 2: Basement Flat entrance door

- 4.5 Internally the basement flat is separated from the residential property above by a single modern door with a yale lock.
- 4.6 Drawing P07 Existing Ground Floor-A3 shows the location of the yale locked door between the basement flat and the remainder of the house on the upper floors of 24 Betterton Street. Figures 3 and 4 show photographs of the yale locked door.

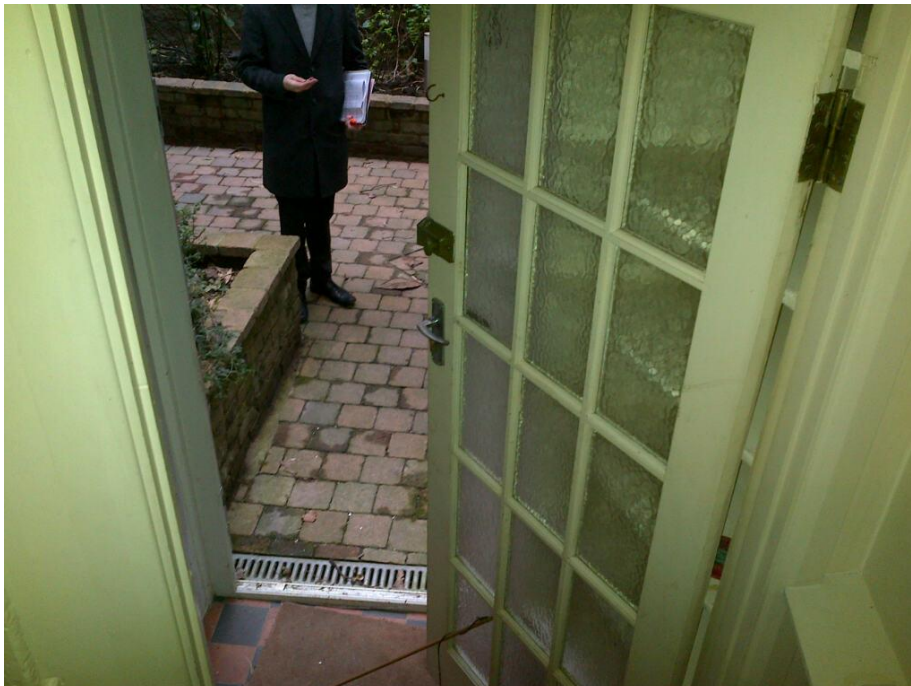


Figure 3: Yale locked door viewed from ground floor of 24 Betterton Street



Figure 4: Yale locked door viewed from Basement Flat (Lower Ground, 24 Betterton Street)

- 4.7 The basement flat is self contained with its own services, front door, kitchen, bathroom, bedroom and lounge.
- 4.8 A separate entrance door exists at ground floor level which serves as an independent access to the self contained residential unit spanning the ground, first, second and third floors.
- 4.9 Figure 5 shows the separate entrance door to the house which covers upper floors.
- 4.10 The entrance door is marked as 'Unit 2a front door' on Drawing P06 Existing Ground Floor-A3. The entrance door to the basement flat is situated on the right hand side of Figure 5, out of sight at the lower ground floor level.



Figure 5: 24 Betterton Street entrance door

4.11 The planning history is inconclusive as to when or if permission was gained for the use of the property as two separate residential units.

4.12 We have therefore looked at other evidence in order to verify the existing use. The evidence reviewed includes:

- Electoral Roll
- Utilities
- Council Tax
- Letters from Camden Council

Electoral Roll

4.13 A review of Camden’s Electoral Roll has been conducted including records from 2003-2013 inclusive.

4.14 This showed that there are two records associated with the property:

- “Basement Flat, 24 Betterton Street, WC2H 9BU”
- “24 Betterton Street, WC2H 9BU.”

4.15 The records are summarised below:

Year	Address	Name
2013	24	BAX, Elizabeth
	24	BAX, Henry
	24	BAX, Katharine
	24	BAX, Nicholas
2012	Flat Basement, 24	BAX, Elizabeth
	24	BAX, Elizabeth
	24	BAX, Henry
	24	BAX, Katharine
	24	BAX, Nicholas
2011	Flat, Basement, 24	WOLF, Adam, S
	24	BAX, Elizabeth
	24	BAX, Henry
	24	BAX, Katharine
	24	BAX, Nicholas
	24	BAX, Stephen
2010	Basement Flat, 24	WOLF, Adam, S
	24	BAX, Elizabeth
	24	BAX, Henry
	24	BAX, Katharine
	24	BAX, Nicholas
	24	BAX, Stephen
2009	Basement Flat, 24	MANDERS, Will
	24	BAX, Elizabeth
	24	BAX, Katharine
	24	BAX, Nicholas
	24	BAX, Stephen

2008	Basement Flat, 24	MANDERS, Will
	24	BAX, Elizabeth
	24	BAX, Katharine
	24	BAX, Nicholas
	24	BAX, Stephen
2007	Basement Flat, 24	MANDERS, Will
	24	BAX, Elizabeth
	24	BAX, Katharine
	24	BAX, Nicholas
	24	BAX, Stephen
2006	Basement Flat, 24	ZIMMERMAN, David
	24	BAX, Elizabeth
	24	BAX, Katharine
	24	BAX, Nicholas
	24	BAX, Stephen
2005	Basement Flat, 24	ZIMMERMAN, David
	24	BAX, Elizabeth
	24	BAX, Katharine
	24	BAX, Nicholas
	24	BAX, Stephen
2004	Basement Flat, 24	CASWELL-DANIELS, Mark
	Basement Flat, 24	MATTEI, Desiree
	Basement Flat, 24	WOOD, Marcus, L
	Basement Flat, 24	ZIMMERMAN, David
	24	BAX, Elizabeth
	24	BAX, Katharine
	24	BAX, Nicholas
	24	BAX, Stephen

2003	Basement Flat, 24	WOOD, Marcus, L
	24	BAX, Elizabeth
	24	BAX, Katharine
	24	BAX, Nicholas
	24	BAX, Stephen

4.16 The Electoral Roll records clearly show the existence of a basement flat since 2003.

Utilities

4.17 The utility bills relating to the property are addressed to 24 Betterton Street and also to the Basement Flat, 24 Betterton Street. These are included in Appendix 1, and are summarised in the table below:

Utility Bill	Addressee	Date of bill
British Gas	Lower Ground Floor, 24 Betterton Street	17 June 2014
British Gas	Lower Ground Floor, 24 Betterton Street	1 September 2014
BT	Basement Flat, 24 Betterton Street	September 2014

4.18 There are two separate boilers within the property. Drawing P06 Existing Lower Ground Floor-A3 indicates the location of the boiler for the basement flat (Unit 1) and Drawing P09 Existing Second Floor-A3 indicates the location of the boiler for the remainder of the house (Unit 2a).

4.19 There are also two separate utility meters within the property, as shown in Figure 6.



Figure 6: Separate Utility meters

4.20 The presence of two utility meters and utility bills addressed to two properties at 24 Betterton Street show that the basement flat and remainder of the house are supplied separately with utilities, and are therefore considered as two separate residential units.

Council Tax

4.21 Council Tax records show two separate listings related to 24 Betterton Street:

- “Flat Basement 24, Betterton Street” (Council Tax Band: E, LA Ref: 5158444)
- “House Excluding Basement 24, Betterton Street” (Council Tax Band: H, LA Ref: 5158443).

4.22 Council Tax bills from Camden Council dated September 2014 are addressed separately to 24 Betterton Street, and Flat Basement, 24 Betterton Street. These are summarised in the table below and included in Appendix 2:

Letter	Addressee	Date of bill
Council Tax	24 Betterton Street	25 September 2014
Council Tax	Flat Basement, 24 Betterton Street	9 September 2014

4.23 The Council Tax records show that there are two separate dwellings at the property.

Letters from Camden Council

- 4.24 A letter from Camden Council regarding a 'Notification of receipt of revised or amended plans for an application for proposed works or development' is included in Appendix 3. It is addressed to 24 Betterton Street and also to Flat Basement, 24 Betterton Street as summarised in the table below:

Letter	Addressee	Date of bill
Notification of receipt of revised or amended plans for an application for proposed works or development	Flat Basement, House Excluding Basement, 24 Betterton Street	8 September 2014

- 4.25 The letter from Camden Council clearly shows that Camden Council considers the use as two separate dwellings.

Conclusion

- 4.26 Overall, the evidence consulted during the process of reviewing this property clearly shows the site is two residential dwellings, and that these have been occupied as separate households since 2003.

(b) Proposed Use

- 4.27 This application proposes to change the use of the property from two residential units into a single family dwelling.

- 4.28 Camden seeks to resist the loss of houses and flats:

'Policy DP 2 – Making full use of Camden's capacity for housing' from the Camden Development Policies (2010) states that:

"The Council will seek to minimise the loss of housing in the borough by:

D) protecting residential uses from development that would involve a net loss of residential floorspace."

- 4.29 The supporting text to Policy DP 2 then goes on to state:

“...schemes that would create a loss of more than one residential property will generally be resisted. The Council does not seek to resist schemes combining dwellings that involve the loss of a single home.”

- 4.30 The change of use from two residential units into a single dwelling house at 24 Betterton Street would not result in the loss of residential floorspace. Both the basement flat and the house which covers the remainder of the property are currently being used for residential purposes within Use Class C3, and this residential use will continue in the single dwelling house.
- 4.31 The proposals will only result in the loss of a single basement flat. Under the terms of the supporting text to policy DP2, the proposal is acceptable.
- 4.32 The enclosed letter from Historic Building Consultants dated 14 November 2014 states that the proposed change of use from the two residential units into one would represent a return to the historic use of the building.
- 4.33 The letter states the building was built as a single house, although the basement has been designated as a separate dwelling. The Historic Building Consultant’s view is that the proposals to return 24 Betterton Street to one dwelling will represent a return to the historic use of the building. It is necessary that the building is restored to a single use in order to restore the house properly to its original character (and in order to avoid intrusive fire prevention works).
- 4.34 Any internal works associated with the use of the property will be subject to a separate listed building application.

5. Design and Access

Design

- 5.1. No design changes are proposed as part of this application.

Amount

- 5.2. The proposals do not include the creation of any new floorspace.

Scale

- 5.3. The proposals do not involve changes to the scale of the property.

Landscape

- 5.4. This is not applicable as the proposals do not include any landscaping works.

Appearance

- 5.5. This application does not propose any alterations to the external appearance of the property.

Access

- 5.6. Access to the building will remain unchanged, apart from the removal of the internal yale lock door separating the two units.

- 5.7. In terms of the wider accessibility of the site it should be noted that the area benefits from a Public Transport Accessibility Level (PTAL) rating of 6b.

- 5.8. This high PTAL rating is the result of the site's proximity to Holborn Underground Station, Tottenham Court Road Underground Station and Shaftesbury Avenue which offers a range of bus services throughout the area.

6. Conclusion

- 6.1 The application seeks permission for a proposed change of use from two residential units to a single family dwelling.
- 6.2 This application does not propose the loss of any residential floorspace. Only one residential unit will be lost and the building will be returned to its original use as a single family dwelling in accordance with policy DP2.

Appendix 1: Utility Bills



Bringing it all together

The Householder
Basement Flat
24 Betterton Street
London
WC2H 9BU

310574388
ACQ/1.3.1.2.3.5.C18

37000 382192FEI00277 *0076395 11



September 2014

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Libby Barr
Managing Director, Customer Care




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The Account Holder
Ms Janine Ulfane
Lower Ground Floor
24 Betterton Street
London
WC2H 9BU




Your NEW Account Numbers

See over the page

Any questions?

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Mon - Fri 8am to 6pm
Sat 9am to 1pm

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1 September 2014

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We've given each of your premises a new account number so we can move you on to our new system. If you ever need to get in touch, just quote the relevant number and we'll have all your details to hand. You'll find a complete list of your account numbers for all of your premises over the page.

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- Each bill is now directly linked to when your meter reading is taken – meaning fewer estimated bills, but the day you receive your bills and when we collect payment may change
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As well as the changes to your billing, we're also launching new online services that will make it easy for you to manage your energy, how and when it suits you. Soon you'll be able to log on to your account, where you'll be able to:

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- Easily submit single or multiple meter readings for more accurate bills
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Yours sincerely



Steve Stewart
Customer Services Director

Your NEW Account Number	Old Account Number	Address	Postcode
601143884	4269290	Betterton Street	WC2H 9BU
601143905	4269290	Betterton Street	WC2H 9BU

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- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit, British Gas Trading Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request British Gas Trading Limited to collect payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit by British Gas Trading Limited or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when British Gas Trading Limited asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us

Invoice No: 68148507/1
Billing Date: 17 June 2014



Ms Janine Ulfane
Lower Ground Floor
24 Betterton Street
London
WC2H 9BU

003 111



DUPLICATE BILL

Your electricity bill - estimated

Charges this period

£11.65	Electricity used (See over for consumption details)
£76.48	Standing charges
£88.13	Sub total
£4.41	VAT (See over for breakdown)
£92.54	Total charges this period

Total site charges this period:

£92.54

Please pay by 27 June 2014.

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Contact us:

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Alternatively you can call our Small
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between 8am and 6pm Monday to Friday
9am and 1pm Saturday

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A4269290

Site number:

1150783

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Site address: 24, Betterton Street, London, WC2H 9BU

Full details of electricity used

S	01	801	902
	12	0002	8912 309

Electricity used E = Estimate C = Customer

Meter ID	Rate type	Previous read			Current read			Units	Meter multiplier	kWh
		Date	Read	Type	Date	Read	Type			
F90A 07787	Unit Charge	12/05/14	11503.0	C	31/05/14	11557.0	E	54.0	1.00	54.00

Total consumption 54

Charges this period

	Date from	Date to	Quantity	Rate	
Unit Charge	12/05/14	31/05/14	54.00 kWh	21.570 pence	£11.65
Total electricity charges					£11.65
Standing Charge	01/03/14	30/03/14	30.00 days	77.400 pence	£23.22
Standing Charge	31/03/14	31/05/14	62.00 days	85.910 pence	£53.26
Total Standing charges					£76.48

Sub total excluding VAT **£88.13**

VAT summary

£88.13 at 5%	£4.41
Total VAT	£4.41
Total charges this period	£92.54

For more information about how your bill is calculated and to see our bill FAQ's, please visit our website at britishgas.co.uk/business/manageaccount

What to do if you have a complaint:

If you are unhappy with the service provided please call us on 0800 2940015 or go to www.britishgas.co.uk/business/complaints. We will do all we can to resolve your issue straight away.

If you remain dissatisfied, please contact Stephen Stewart, Customer Service Director, by emailing customer.service.director@britishgas.co.uk or by writing to: Stephen Stewart, Customer Services Director, British Gas, Spinneyside, Penman Way, Grove Park, Leicester, LE19 1SZ

If you remain unhappy, the Citizens Advice consumer service offers free, confidential and impartial advice on consumer issues. Visit www.adviceguide.org.uk or call 08454 04 05 06. If you are a micro business and your complaint remains unresolved after 8 weeks you can contact Ombudsman Services: Energy on 0330 440 1624 (Textphone 0330 440 1600), or online at www.os-energy.org. Further information about our complaints procedure and the definition of a micro business is available on our website at www.britishgas.co.uk/business/complaints

Calls to British Gas may be monitored for quality assurance and compliance purposes.
British Gas is a trading name of British Gas Trading Limited a Centrica company. Registered in England No. 3078711. Registered office: Millstream, Maidenhead Road, Windsor, Berkshire SL4 5GD.



In case of emergency or loss of supply contact:

UK Power Networks
on 0800 028 0247 or at UK Power Networks, Fore Hamlet, Ipswich, Suffolk, IP3 8AQ



Moving premises?

Let us know
0800 652 4040

Electricity Payment Slip

British Gas

bank giro credit

Reference (customer account number)

68148507/4269290/

Ms Janine Ulfane

Signature

Date

/ /

44-78-59

HSBC Head Office Collection Account

Total cash

Cheques

£

Please do not write in the area below or fold this voucher

<68148507/4269290/ < 447859+ 50478598< 73 X

Printed by Communis



Appendix 2: Council Tax Bills

COUNCIL TAX AND BUSINESS RATES SERVICE
Town Hall, Argyle Street, London WC1H 8NH



Telephone: 020 7974 6470 - Lines open 8am to 5pm, Monday to Friday
Fax: 020 7974 6450

Central Minicom No.: 020 7974 6866
Email: revenues@camden.gov.uk

24 hour telephone payment line: 020 7974 6104
Pay online at www.camden.gov.uk/pay

Data Protection Act 1998: We may share the information you give us with other council departments and other local or central agencies if the law allows this.
Please see the foot of the back page for more details.

Date of Issue: 09/09/14
Account Ref: 80652881

Property Address:
FLAT BASEMENT
24 BETTERTON STREET
LONDON
WC2H 9BU

MS J ULFANE
9 NETHERTON GROVE
LONDON
SW10 9TQ

Reason for Bill: Payment Method Change

COUNCIL TAX FOR FINANCIAL YEAR 2014/2015

Property Band: E

	%age Change	
London Borough of Camden	0.0%	£1248.48
Greater London Authority	-1.3%	£365.44
Annual Charge for Period	-0.3%	£1613.92

Council Tax for period 01/04/14 to 31/03/15

0% Class C - Empty and unfurnished

Total charge for this period:

£1613.92
£0.00
£1613.92

Costs:

Payments:

TOTAL DUE:

£80.00
£1693.92 CR
£0.00

This Bill is payable by direct debit instalments as follows:

Date Due	Amount Due	Date Due	Amount Due
----------	------------	----------	------------

POST OFFICE/PAYPOINT BARCODE



9826 0054 1800 0080 6528 8103

For more financial information about your council tax and how it is spent, please visit www.camden.gov.uk You can request a hard copy of this information free of charge.

Please see over the page for details of how to pay

FDM/CAM/CTP/0337

CAM_CTBL_AB_ONG_2014_V1

COUNCIL TAX AND BUSINESS RATES SERVICE

Town Hall, Argyle Street, London WC1H 8NH



Telephone: 020 7974 6470 - Lines open 8am to 5pm, Monday to Friday

Fax: 020 7974 6450

Central Minicom No.: 020 7974 6866

24 hour telephone payment line: 020 7974 6104

Email: revenues@camden.gov.uk

Pay online at www.camden.gov.uk/pay

Data Protection Act 1998: We may share the information you give us with other council departments and other local or central agencies if the law allows this. Please see the foot of the back page for more details.

Date of Issue: 25/09/14

Account Ref: 80652829

Property Address:

24 BETTERTON STREET
LONDON
WC2H 9BU

MS J ULFANE
9 NETHERTON GROVE
LONDON
SW10 9TQ

Reason for Bill: Request Bill

COUNCIL TAX FOR FINANCIAL YEAR 2014/2015

Property Band: H

London Borough of Camden
Greater London Authority
Annual Charge for Period

%age Change

0.0%

£2042.96

-1.3%

£598.00

-0.3%

£2640.96

Council Tax for period 01/04/14 to 31/03/15

£2640.96

Payments:

TOTAL DUE:

£2640.96 CR

£0.00

This Bill is payable by direct debit instalments as follows:

Date Due

Amount Due

Date Due

Amount Due

POST OFFICE/PAYPOINT BARCODE



9826 0054 1800 0080 6528 2908

For more financial information about your council tax and how it is spent, please visit www.camden.gov.uk You can request a hard copy of this information free of charge.

Please see over the page for details of how to pay.

FDMICAMICTP80458

Appendix 3: Letter from Camden Council

Owner/Occupier
Flat Basement
House Excluding Basement
24 Betterton Street
London
WC2H 9BU

Application Ref: **2012/0976/P**
Associated Ref:
Please ask for: **Charles Thuaire**
Telephone: 020 7974 **5867**

08 September 2014

Dear Sir/Madam

**NOTIFICATION OF RECEIPT OF REVISED OR AMENDED PLANS FOR AN
APPLICATION FOR PROPOSED WORKS OR DEVELOPMENT**

You may have received a letter from the Council notifying you about an application for proposed works at the following address, and/or already written to us about the application.

Address:
24 Endell Street
London
WC2H 9HQ

The Proposed Work: Variation of the details of the method of waste storage and removal, approved on 18/09/01 (ref: PSX0104540) pursuant to condition 6 of planning permission dated 7/04/00 for the redevelopment of site to accommodate various arts-based uses (ref: PS9904338/R1)

REVISED PLAN- revised Servicing Plan and Waste Management Plan; changes to layout of internal service area; alterations to public highway, loading and parking bays in Shorts Gardens and Endell Street.

The Council has now received revised plans which we wish to give you the opportunity to comment upon.

You can also view the revised plans on the Council's website by going through the following steps

- 1) Visit www.camden.gov.uk/planning
- 2) Click on the link 'search for planning applications, decisions and appeals'
- 3) Click on the link 'Planning application search'



September 8, 2014

- 4) Follow the instructions on the search screen to search for the information you require. You can search by the application number, which is shown at the top of this letter.

The proposal described above may not cover all the aspects of the application. The revised plans may show additional information.

You may comment on any aspect of this application and not just the aspects that have been revised. If you wish to comment, please write to us at the address at the top of the letter or e-mail us at planning@camden.gov.uk within 21 days from the date of this letter to ensure that we can take your views into account. Please remember to quote the application number shown above. If you send your comments by e-mail, please also remember to include your full postal address as well. If your comments are received after the 21 day deadline then it may be too late for these to be taken into account before the application is determined.

Most applications are decided by officers under powers delegated to the Director of Environment. However, larger scale proposals, or cases where there are many people objecting, may be considered by the Committee itself. If you do make a comment and the application is to be decided by the Development Control Committee I will write to you before the meeting to give you the date, time and location and details of how you can make your views known to the committee.

If you do write to us we will acknowledge your letter and when the decision has been made on the application we will tell you what that decision was. We regret however that due to the large number of letters received in respect of many applications we cannot enter into a written correspondence in regard to questions or issues raised.

You should be aware that letters received in response to an application are public documents available for anyone to inspect, including the person making the application, either after the decision is made or if an appeal to the Secretary of State for the Department of the Environment, Transport and the regions is received.

If you are not the owner of the property you occupy, please tell the owner about this letter.

In addition, do you know you can receive email alerts for planning and licensing applications as they happen in your local area? If you would like to receive these please register by going through the following steps.

- 1) Visit www.camden.gov.uk/planning
- 2) Scroll down the page and click on the link 'sign up for email alerts'
- 3) This page will provide you with the option to register your email address to receive email alerts for planning and licensing applications in your local area

Yours faithfully

Culture and Environment Directorate