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Planning Department  
London Borough of Camden  
Camden Town Hall  
Judd Street  
London  
WC1H 9JE

**By Planning Portal**  
**PP-06487601**  
let.013..JM.21810012

29 November 2017

Dear Sir / Madam

**CHARLES CLORE HOUSE, 17 RUSSELL SQ, LONDON WC1B 5DR**

On behalf of our client, University of London (UoL), we are pleased to submit a planning application for:

External alterations to the entrance of the building, including the installation of a wheelchair lift; internal alterations to remove asbestos, improve wayfinding, improve occupant comfort, improve workspace and update document storage facilities; and installation of rooftop plant machinery.

The application has been submitted online via Planning Portal (ref: PP-06487601) and the payment of £770 to cover the application fee has been paid to London Borough of Camden.

In addition to this cover letter, the planning application package (submitted via Planning Portal) comprises:

- Completed and signed application forms and certificates;
- Completed Community Infrastructure Levy (CIL) form;
- Application drawings, prepared by Burwell Deakins
- Design and Access Document, prepared by Burwell Deakins;
- Planning Statement, prepared by Indigo Planning;
- IALS Operational Requirements, prepared by IALS;
- Heritage Assessment, prepared by Alan Baxter;
- Noise Assessment, prepared by Environmental Equipment Corporation Ltd; and
- Asbestos survey, prepared by RPS.

Please note that a letter from UoL Head of Inclusion and a statement from nationally registered access consultant are included within the appendix of the Planning Statement.

I look forward to receiving confirmation that the application has been validated but please do not hesitate to contact myself or my colleague Alexander MacGregor if you have any queries

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indigo.

Yours faithfully



Sophie Rae

Enc: As listed