

T: 07900 413080  
DDI: 0207 692 0643  
E: [stuart@smplanning.com](mailto:stuart@smplanning.com)  
W: [www.smplanning.com](http://www.smplanning.com)

The logo for SMPlanning, featuring the text "SMPlanning" in a light blue, sans-serif font against a dark grey rectangular background.

80-83 Long Lane,  
London,  
EC1A 9ET

**Via Planning Portal only**

19 May 2020

Dear sir/madam,

**Re: Change of use of basement, ground and first floors of County House, Conway Mews, London, W1T 6AA from accountancy school (Class D1) to office (Class B1a).**

Please accept this covering letter as an accompaniment to the full planning application for the above proposal. The application forms part of a land use swap comprising a further application for the change of use of Boston House, 36-38 Fitzroy Square, London, W1T 6EY from office (Class B1a) to a non-residential education institution (Class D1) including internal alterations. It is intended that the applications will run concurrently.

The application is further supported with the following plans and documents:

- Site Location Plan
- Existing/Proposed Plans
- Planning Statement
- Sustainability Statement
- Energy Statement
- Statement of Community Involvement
- CIL Forms

I trust the submission is clear but if you require any points of clarification or have any questions please do not hesitate to contact me.

Yours faithfully

**Stuart Minty**  
**Director**  
**SM Planning**