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0644

*Your Ref:*  
*My Ref:* 2004/2312/P  
*Contact:* **Gareth Wilson**  
*Tel:* 020 7974 3060

*Date:* 27 July 2004

Dear Sir

**RE: 31 Southhamton Row change of use to from Office (Class B1) to  
Educational (Class D1) ref: 2004/2312/P**

In regards to our telephone conversation on the 27<sup>th</sup> July 2004, it would be very useful if you could submit the following information:

- Description of proposed operation.
- Number of staff and students expected to attend.
- Hours of operation.
- Statement of justification for loss of office space

Thank you

Yours faithfully

for  
Director of Environment Department

