****SAMPLE LETTER****

Our ref: HGY/2015/0784
Contact: Sarah Madondo
E-mail:
sarah.madondo@haringey.gov.uk
Date: 10/09/2015

Dear Sir/Madam

Town and Country Planning Act 1990

Location: 14a Vincent RoadN15 3QH
Proposal: Change of use from builder's yard to residential (C3) use to residential annexe unit for letting.
Appeal by: Mr Frank McDonagh Falcon Property Services
Appeal Ref: APP/Y5420/W/15/3129873
Start Date: 09/09/2015

I am writing to inform you that an appeal has been made to the Secretary of State in respect of the above site. The appeal is being made because the Council refused planning permission for the above development. The appeal is to be decided by the Planning Inspectorate, a separate national body, on the basis of a written representations that will be submitted by the Council and by the appellant.

If you wish to send your comments to the Planning Inspectorate so that they can be taken into account, please do so in writing to **The Planning Inspectorate, 3/10b Kite Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN**. Any comments you may have made to the Council at the planning application stage will be forwarded to the Inspectorate by the Council and they will be taken into account by the Inspector when deciding the appeal. If you do write to the Inspectorate, please include the appeal reference and send three copies **within 5 weeks of the starting date** . If your letter is not received within this deadline it will not usually be seen by the Inspector and will be returned. You will only be informed of the result of this appeal if you write to the Planning Inspector at the above address and specifically request to be notified of the result.

You can now view and comment on submitted appeals online through the Government's Planning Portal website at www.planningportal.gov.uk. **Please search by only using the 7 digit number towards the end of the reference**. You may obtain a copy of the booklet "**Guide to taking part in planning appeals**" from The Planning Inspectorate at the above address, or download it from the website at www.planning-inspectorate.gov.uk. If you are not the owner of the property you occupy, perhaps you would be kind enough to bring this letter to their attention as they may also wish to make comments.

The appellant's statement of case can be viewed on the Council's website by using the planning application search and entering the HGY reference given above.

Yours faithfully

Stephen Kelly
Assistant Director
Planning Service