Sample letter

Our ref: HGY/2015/2040
Contact: Wendy Robinson
Telephone: 0208 489 4543

Date: 08/12/2015

Dear Sir/Madam

Town and Country Planning Act 1990 (As Amended) – Planning Appeal Against Refusal of a Householder Application

Location:	**2 Waltheof Avenue N17 7PL**
Proposal:	**Loft conversion with rear dormer extension with roof light to front roof slope**
Appeal by:	**Ms Pamala Kerin**
Appeal Reference:	**APP/Y5420/D/15/3139431**
Start Date:	**02/12/2015**

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. This appeal will be determined on the basis of written representations. The procedure to be followed is set out in Part 1 of the Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009.

As this appeal is proceeding under the Householder Appeals Service, there is no opportunity for you to submit further comments. We will however forward copies of all representations made to us in relation to the application, before it was determined, on to the Planning Inspectorate and the appellant. The Inspector appointed by the Secretary of State will consider these representations when determining the appeal. You have a right to withdraw any representations you made so that they are not taken into consideration by the Inspector. If you wish to do so you should make this request to the Planning Inspectorate within 4 weeks of the appeal's starting date by contacting the Customer Services Team either by emailing enquiries@pins.gsi.gov.uk or by writing to, **The Planning Inspectorate, 3/18 Eagle Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN.**

The Planning Inspectorate will publish appeal documentation, including copies of representations received, on the Planning Portal website. All information provided in your representation, including your name and address, will be published. If you object to publication in this way, please contact the Planning Inspectorate directly. The Planning Inspectorate aims to deal with appeals which follow the procedure described above within 8 weeks of the appeal start date. The Planning Inspectorate will publish copies of appeal decisions on the Planning Portal website at www.planningportal.gov.uk/pcs .

Yours faithfully

Emma Williamson
Head of Development Management
Planning Service