SAMPLE LETTER

Our ref: HGY/2016/1556
Contact: Sarah Madondo**E-mail:** sarah.madondo@haringey.gov.uk
Date: 14/10/2016
Telephone: 0208 489 5166

Dear Sir/Madam

Town and Country Planning Act 1990

Location: **Ground Floor Flat4 Vartry RoadN15 6PT**
Proposal: **Conversion of basement to habitable space for ground floor flat, with front window and rear lightwell**
Appeal by: **MrAshok Popat**
Appeal Ref: **APP/Y5420/W/16/3158464**
Start Date: **14/10/2016**

I refer to the above details. An appeal has been made to the Secretary of State against the decision of Haringey Council to **refuse** the planning application.

The appeal will be determined on the basis of **written representations**. The procedure to be followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009, as amended. We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

If you wish to make comments, or modify/withdraw your previous representation, you can do so on the Planning Portal at https://acp.planninginspectorate.gov.uk
or by emailing CT4@pins.gsi.gov.uk if you do not have access to the internet, you can send **three** copies to: **The Planning Inspectorate, Temple Quay House, 2 The Square, Bristol BS1 6PN.**

All representations must be received **by 18 November 2016**. Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference.**

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal. You can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal or from us. When made, the decision will be published on the Planning Portal.

Yours faithfully

Stuart Minty
Interim Head of Planning and Enforcement