The Steven Barlow Partnership

Havant Borough Council
Development Control
Civic Centre Road
Havant Hampshire PO9 2AX.

Attention of

Your reference

Your message dated

Our reference 0254.01.001

Date 01 June 2010 (emailed via the planning portal)

Subject **Proposed Change Of Use of Ground Floor Retail Shop (Class A1) to Hot Food Take-Away (Class A5), 9 Stone Square, Havant, Hampshire. PO9 2DZ.**

Dear Sir/Madam,

In respect of the above, we are pleased to attach herewith electronically completed and sent for your attention;

- Full planning application form;
- Ownership Certificate A and Agricultural Holdings Certificate;
- Pdf files of application drawing no.'s 0254.01.001, and .002;
- Planning, design and access statement dated 14 April 2010;
- Location plan;
- Pre-application report prepared by Applicant dated 24 June 2009.

- A marketing report prepared by Todd and Hartridge dated 03 February 2010 is to be sent under separate cover by post.

A cheque in the sum of £335.00 to cover the application fee due to your Authority for determining the application will follow under separate cover by post.

I look forward to receiving your written acknowledgement of receipt and confirmation the application is registered as soon as possible. Otherwise, if you have any queries with the enclosed documentation or require additional information please arrange to contact me by telephone or email.

Yours faithfully,



Steven V. Barlow M.C.I.A.T.

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Chartered Institute of Architectural Technologists

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(Member of the Chartered Institute of Architectural Technologists)