

To Sir/Madam,

I would like to apply for the permission to change the shop front, and sign for this property. I have attached pictures of the current view of the shop, and how I would like the shop front to look like in the future.

Currently, the sign shows "Winnie's Chinese Restaurant", and I would like to replace the old sign with the green roof shown in the picture. The green roof would be like a cap placed on top of the sign. The roof will take about 40% of the sign height; it is used for the appearance of a Chinese restaurant.

The shop front will also change, and use a bi-folding door as part of the shop front. This is so that customers can access and be served outside. The shops beside me also have the permission to serve outside. I hope you can guide me to apply for a permit to serve outside to improve my business.

Please find below the measurements for the proposed new shop front and sign.

Shop Front measurements:

H 2.55m x W 5.20m

(Note: Material, will be aluminium or timber or UPVC, depending on the cost)

Shop Sign:

H 1.00m x W 5.20m x D 0.6m

Your prompt reply will be highly appreciated.

Regards,
Mrs Maggie Yim

