

DMA

Job Ref: 0113

2nd August 2013

Head of Planning and Development
Havant Borough Council
Public Service Plaza
Civic Centre Road
Havant
Hampshire
PO9 2AX



For the attention of Heather Lealan

2nd August 2013

Dear Heather

Notification of a Proposed Change of Use to Dwelling(s) of 4a Town Hall Road, Havant, Hampshire, PO9 1AN - ground floor office (use class B1) to a 2 bedroom flat (use class C3)

Further to Havant Borough Council's recent refusal of my client's full planning application (HBC Ref: APP/13/00418) for a change of use of the existing ground floor office (use class B1) to a 2 bedroom flat (use class C3), and our subsequent correspondence/telephone conversations regarding the refused application I enclose as advised a copy of the completed Notification of a Proposed Change of Use to Dwelling(s) form - downloaded from the Planning Portal.

To assist you in assessing my client's proposals I have enclosed a copy of each of the drawings scheduled below together with a copy of my client's Design and Access Statement (dated 2.5.13). All as previously submitted to HBC as part of the above refused application APP/13/00418.

- Drawing 01 - Site and location plans (1:200 and 1:1250)
- Drawing 02 - Existing ground floor plan (1:50)
- Drawing 03 - Proposed ground floor plan (1:50)

I understand that the change of use cannot take place until the completion of the prior notification procedure.

I trust that the enclosed information will enable HBC to determine whether prior approval is required.

Yours sincerely

David M Andrews

Enc

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