

**Planning Control**  
London Borough of Havering  
Town Hall, Main Road  
Romford RM1 3BB

Mr Lee Jones  
5 Bracken Way  
Thundersley  
Benfleet  
SS7 3RA

**Please call:** Aidan Hughes  
**Telephone:** 01708 432730  
**email:** Planning@haverling.gov.uk

**Date:** 14th August 2023

Dear Sir/Madam

### **HOUSEHOLDER APPLICATION ACKNOWLEDGEMENT**

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**Application No:** P1230.23  
**Proposal:** 2 x Single storey rear infill extensions and relocation of side window  
**Location:** 4 Monks Farm Cottages, St Marys Lane Upminster

Thank you for your application, which we received on 7th August 2023. Your application has been confirmed as valid from 11th August 2023 and consultations will now be carried out.

To assist in the assessment of your application, if possible please email timed and dated photographs showing the site from front, side and rear; and its relationship to neighbouring properties direct to your appointed case officer using the contact details at the top of this letter. This will not remove the need for a site inspection in every case but in a number of cases may enable your application to be decided without a site visit.

If you have not received this Authority's decision in writing by 6th October 2023 and have not agreed in writing to extend the period within which a decision may be given, you may appeal to the First Secretary of State under Section 78 of the Town and Country Planning Act.

Appeals must be made within 6 months of the date given in paragraph 2 above or within 28 days where the application is the same or substantially the same as development that is currently the subject of an enforcement notice. If an enforcement notice is subsequently served relating to such development you must appeal within 28 days of the service of the enforcement notice, or within 6 months of this notice, whichever is the earlier.

Appeals must be made on a form available from the Planning Inspectorate, Room 308a, Kite Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN. Please note that as this is a householder application, in the event of an appeal against a refusal of planning permission, it will be dealt with on the basis of representations in writing and any representations made about this application will be sent to the Secretary of State. Objectors will therefore have no further opportunity to comment at appeal stage.

Some development, including all applications with a net gain in residential units, will be liable for the Havering and Mayor CIL. Further information relating to CIL, can be found on the following website:  
[https://www.havering.gov.uk/info/20034/planning/99/planning\\_application\\_process\\_and\\_appeals/3](https://www.havering.gov.uk/info/20034/planning/99/planning_application_process_and_appeals/3)

As part of the planning application process, we collect and process personal data. Details on what information we collect and how we use it is available online at [www.havering.gov.uk/dataprotection](http://www.havering.gov.uk/dataprotection)

Yours faithfully

**Planning**