

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

Mr H Shirzay  
35 WHITEFRIARS DRIVE  
HARROW  
HA3 5HW

**Please call:** Guy Fanning  
**Telephone:** 01708 43 2489  
**email:** [Planning@haverling.gov.uk](mailto:Planning@haverling.gov.uk)

**Date:** 25th January 2024

Dear Sir/Madam

### **APPLICATION ACKNOWLEDGEMENT**

**Application No:** D0036.24  
**Proposal:** Certificate of Lawfulness for a loft conversion with rear dormer  
**Location:** 35 Appleby Drive Romford

Thank you for your application, which we received on 24th January 2024. Your application has been confirmed as valid from 25th January 2024 and consultations will now be carried out. For information comments received from the public or consultees are not published on our website.

**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 21st March 2024 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 195 of the Town and Country Planning Act 1990.

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.

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**