

Purcell Colchester  
St Marys Hall Rawstorn Road  
Colchester  
CO3 3JH

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

**Please call:** Cole Hodder  
**Telephone:** 01708 432829  
**email:** Planning@haverling.gov.uk

**Date:** 2nd December 2025

Dear Sir/Madam

### **APPLICATION ACKNOWLEDGEMENT**

**Application No:** L0010.25  
**Proposal:** Waterproofing of roof, upgrading of ventilation system, and addition of air conditioning to first floor west wing.  
**Location:** Town Hall, Havering LBC Main Road Romford

Thank you for your application, which we received on 14th November 2025. Your application has been confirmed as valid from 14th November 2025 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 to [planning@haverling.gov.uk](mailto:planning@haverling.gov.uk). They will be passed on to the case officer. 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.**

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. Appeals must be made within 6 months of the date given in paragraph 2 above.

If you have not received this Authority's decision in writing by 9th January 2026 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 20 of the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990.

By law the Council has to refer your application to English Heritage and receive their comments before your application can be decided.

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.haverling.gov.uk/info/20034/planning/99/planning\\_application\\_process\\_and\\_](https://www.haverling.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.haverling.gov.uk/dataprotection](http://www.haverling.gov.uk/dataprotection)

Yours faithfully

**Planning**