Havering
LONDON BOROUGH

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

Please call: **Kelvin Naicker**
Telephone: **01708 434395**
email: Planning@havering.gov.uk

Date: 19th October 2026

Mr Michael Burnand
Apartment 7 The Gables
Highthorne Court
Shadwell
Leeds
LS17 8NW

Dear Sir/Madam

HOUSEHOLDER APPLICATION ACKNOWLEDGEMENT

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Application No:	**P1161.26**
Proposal:	Extension to existing garden room including 2 roof-lights - to create living accommodation for dependent family member, all ancillary to main dwelling.
Location:	67 Clyde Way Romford

Thank you for your application, which we received on 8th October 2026. Your application has been confirmed as valid from 15th October 2026 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@havering.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.

If you have not received this Authority's decision in writing by 10th December 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 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

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

Yours faithfully

Planning