Havering
LONDON BOROUGH

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

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

Date: 22nd October 2026

Alice Billerey
Unit 1, Candy Wharf
Copperfield Road
E3 4RL

Dear Sir/Madam

APPLICATION ACKNOWLEDGEMENT

Application No:	**D0409.26**
Proposal:	Certificate of lawfulness for a hip to gable loft conversion with rear dormer and roof lights to front
Location:	113 SUTTONS AVENUE HORNCHURCH

Thank you for your application, which we received on 19th October 2026. Your application has been confirmed as valid from 21st 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 16th 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 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

Yours faithfully

Planning