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23 May 2019

FAO: Planning Department

Dear Sir / Madam

APPLICATION FOR A SINGLE DOOR TO REPLACE A WINDOW

I received a response from Ms Julie Grieves (Technical Support Unit Assistant) on 7 May to my letter of 2 May regarding my application for permission to have installed a double-glazed single door on the exterior wall of my ground-floor apartment. This would entail removal of the existing windows, fitting a double-glazed single door in the middle and installing new double-glazed windows either side of the door. Thereby matching similar existing doors/windows on other apartments this side of the block.

At Ms Grieves' request, I now enclose the following documentation, which I have completed and duly signed.

Enclosures:

- Four copies of the Plan (HM Land Registry Title No. WSX87408 / Ref: TQ0301) – from my lawyer
- Four copies of Application for Planning Permission – Article 13
- Four copies of Planning Portal – Application for Planning Permission/T & C Planning Act 1990
- Four copies of Drawing from Wizard Windows
- One copy of Quotation from Wizard Windows
- One copy of letter from Ms Julie Grieves dated 7 May 2019 together with her compliments slip
- A cheque for the sum of £206.00 (two hundred & six pounds)

In my earlier letter of 2 May, I confirmed:

- a) I am situated on the ground floor
- b) No.2 overlooks Irvine Road – a very quiet street
- c) If permission is granted, the position outside is adjacent to a corner wall, thus providing seclusion for my neighbour at No.3 and myself
- d) There are already four existing glass doors on this side of the block
- e) The installation requires no structural work and is seemingly straightforward

Since Ms Grieves stated 'most of the form will be and irrelevant...just n/a', I presume it was unnecessary to complete items 17, 18, 19, 20, 21 and 22? I do hope all the enclosed is correct; I have read every part of it and endeavoured to complete it appropriately.

I look forward to your response and thank you in anticipation.

Yours faithfully

Margaret (Bruce-Cobham)