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Cheltenham Borough Council,
Planning Department,
Municipal Offices,
Promenade,
Cheltenham,
Glos GL50 1PP

19th January 2021

Dear Sirs,

2020/12 : Conversion of Basement into One Apartment, 34 Suffolk Parade, Cheltenham, Glos GL50 2AE

Please find enclosed an Application for Planning Permission and listed building consent for: the conversion of the existing basement into one self-contained apartment, with insertion of stallriser windows at ground floor pavement level and; conversion of existing first and second floor apartment into two self-contained apartments.

The application comprises one copy each of the following:

1. Planning Application Form
2. Architect's drawings numbered:
 - 2020/12/01 – Existing Survey at scales 1:50 & 1:100 @ size A1
 - /02 - Proposed Scheme at scales 1:50 & 1:100 @ size A1
 - /03 - Ordnance Survey Location Plan at scale 1:1250 @ size A4
 - /04 - Ordnance Survey Block Plan at scale 1:500 @ size A4
3. Design and Access Statement dated 19th January 2021
4. Architect's cheque amounting to £924 exempt of VAT in payment of the full planning application fee for the creation of two additional dwellings at £462 per dwelling.

Should there be any contentious issues arising out of this application, I would like the opportunity of discussing them with you before you finalise your recommendation to the earliest possible Planning Committee Meeting which I presume to be in March 2021.

I trust the above meets with your approval, but do not hesitate to contact me should you require any further information.

Yours faithfully

John T. Ladley
Chartered Architect

Encs
Cc Client