

Aaron Roberts
Planning Department
Three Rivers District Council
Three Rivers House
Rickmansworth
Hertfordshire
WD3 1RL

Dear Aaron,

Re: Cinnamond House, Baldwins Lane, Croxley Green, WD3 3RT (Planning Portal Reference: PP-12448115)

This letter is submitted in support of our submission of a full planning application made via the Planning Portal (Ref. **PP-12448115**) on behalf of our client, Car Planet Trading Limited.

This application seeks retrospective planning permission for the change of use of Cinnamond House, Baldwins Lane, Croxley Green, WD3 3RT from an office (Class E) to a mixed use of office (Class E) and car sales (Sui Generis). Permission is sought on a temporary basis for two years. Permission is also sought for the retention of Structures A and B for the duration of the temporary permission. The scale of Structure A is proposed to be reduced following pre-application discussions with council officers for this submission.

The application follows written pre-application advice received on 6th June 2023 and a subsequent online meeting on 5th July 2023. The submission has been compiled following the advice provided by Three Rivers District Council.

The application is supported by the following plans and documents:

- Application form
- Planning Statement
- Covering letter
- Site Location Plan (Ref: 0001 – Revision P02)
- Existing Site Plan (Ref: 0002 – Revision P05)
- Proposed Site Plan (Ref: 0003 – Revision P05)
- Car port A plan and elevations – existing and proposed (Ref: 0004 – Revision P03)
- Car port B plan and elevations - existing – unchanged (Ref: 0005 – Revision P03)
- Ground floor and first floor layouts of Cinnamond House (Ref:0006 – Revision P03)
- Transport Statement – TPP
- Parking Management Plan – TPP
- Delivery Management Plan - TPP
- Phase 1 Contamination Survey – EPS
- Biodiversity Checklist
- CIL form

Following the Council's invalid letter dated 1st December 2023, the accompanying plans have been updated with the latest versions listed in this letter.

It has been confirmed by Aaron Roberts that in this case elevations of the main Cinnamon House are not necessary given that no external changes are proposed and that the change of use has occurred within the wider site, not the building itself.

The requisite application fee of £462 (+planning portal administration fee) has been paid directly by my client. A further £462 has been paid directly to Three Rivers District Council via card through contacting the Customer Service Centre on the phone. This additional fee reflects the fee regulations in relation to the combined area of the Car Port Structures (81 sqm).

I trust that the above information is sufficient for this application to be validated and we look forward to acknowledgement of receipt.

If you require anything further or have any queries, please do not hesitate to contact me.

Yours sincerely,



James Kenyon BSc (Hons) MA
Senior Planner