



Mr Stephen Butt  
60 High Street  
Wincanton  
BA9 9JF

**Corporate Services, Finance & Governance**

Planning Division  
Our ref: 23/AP/3460  
Your ref: 2539-25  
Contact: Samuel Hepworth  
Tel: 020 7525 5465

Email: [samuel.hepworth@southwark.gov.uk](mailto:samuel.hepworth@southwark.gov.uk)  
Website: <http://planning.southwark.gov.uk>

Date: 6th March 2024

Dear Sir/Madam,

**TOWN & COUNTRY PLANNING ACT 1990 (as amended)**  
**Application for Planning Permission**

<b>Reference No.:</b>	23/AP/3460
<b>Proposal:</b>	Conversion of existing single dwelling into 2no. 3 Bed dwellings through division of existing property and erection of rear and roof extension including raising of main roof ridge height by 350mm.
<b>Site Address:</b>	25 Surrey Road, London, Southwark

Your application is now valid and has been started from 25th March 2024. The description of your development given in the title block above may be different from the one on your application form. Contact us if you would like the description to be amended.

I am the officer allocated to your application and you can contact me on 020 7525 5465. Please quote the planning reference number 23/AP/3460 when contacting me. The progress of your application can also be tracked using Southwark Council's online planning register, accessible from the following link:  
[www.southwark.gov.uk/planningregister](http://www.southwark.gov.uk/planningregister).

I may request additional information and/or revisions before deciding whether the application should be recommended for permission or refusal.

Planning law requires your application be determined in accordance with the development plan unless material considerations indicate otherwise. The development plan is accessible from the following link:  
<https://www.southwark.gov.uk/planning-and-building-control/planning-policy-and-guidance/development-plan> .

All relevant parties are now being consulted regarding your application and the council aims to issue a decision by 19th May 2024. However, if your application has not been determined by 19th May 2024, you have the right to appeal to the Secretary of State, either:

online at <https://www.gov.uk/government/organisations/planning-inspectorate> , or;  
by post to Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN.  
An appeal in this situation assumes the refusal of the application, even if it had intended to be granted. It is therefore, recommended that you consult your case officer before taking such action.

If you wish to appeal, use the Planning Inspectorate's online appeals service. To find out more, follow the link below. The Planning Inspectorate will publish your appeal details on its website, including the documents you submitted as part of your planning application, along with your completed appeal form and any other information required. Ensure any personal information provided belongs to you and that its publication is not an issue. If you provide information belonging to someone else make sure you have their permission. Further information about data protection and privacy matters is available on the Planning Inspectorate's website.

### **Site Notice**

We are required to display this notice on or near to the site by law in order to ensure that the local community are aware of the proposed development and given an opportunity to comment. We would like to seek your assistance in posting this notice.

I would be grateful if you could reply to this email with an address to which we can post the site notice.

Please also find the Receipt appended to this letter.

Southwark Council are currently trialling a new application service for Lawful Development Certificate applications as part of the Government funded Reducing Invalid Planning Applications project. If you would like to submit your next Lawful Development Certificate application using this service, or would like further details about how the service works, please contact your Case Officer or the digital planning team at [digital.projects@southwark.gov.uk](mailto:digital.projects@southwark.gov.uk).

Yours faithfully,

*Samuel Hepworth*  
Planning Officer - Planning Applications Team

## RECEIPT

VAT Registration Number 235829444

I confirm that the Council has received the following:

<b>List of All Payments Received:</b>				
<b>Date Received</b>	<b>Fee Required (excl. VAT)</b>	<b>Amount Paid</b>	<b>Receipt No.</b>	<b>Payee Name</b>
13.12.2023	£578.00	£578.00		Mr Stephen Butt

<b>Summary:</b>			
<b>Total Amount Paid to Date:</b>	£578.00	<b>Amount to be Refunded:</b>	£ 0.00