

# Roland Way MCIAT

Chartered Architectural Technologist & Building Design Consultant

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Ref: 2426/EEBC/P01

Date: 22 April 2023

Chief Planning Officer  
Epsom & Ewell Borough Council  
Town Hall, The Parade,  
Epsom,  
Surrey  
KT18 5BY

Dear Sirs,

**Town & Country Planning Act 1990 – Clearance under Condition 4 of Application Ref: 14/00750/FLHI  
in the use of Conservation Rooflight – 11 Burgh Heath Road Epsom Surrey KT17 4LW**

I write on behalf of Mr & Mrs A Grout who have been seeking clarification as to how to gain clearance for a rooflight installation carried out some 9 years ago on the above property that lies within the Burgh Heath Conservation Area.

A number of discussions and exchange of emails has taken place between my Clients and with the Council's Planning Enforcement Officer to gain direction of how this best be implemented and the application laid before you is what we understand to be the route by which this best be undertaken.

A full schedule of submitted information that forms this application is as listed below but generally includes the originally approved Plans as existing and proposed along with other information relating to the type of roof lights installed backed by photographic evidence of a number of similar installations close by.

I trust you find the attached acceptable however, should you require any further information or clarification on any matter I would be pleased to be notified prior to the release of your Decision Notice so that any minor amendments can be incorporated within the scheme.

Yours faithfully,



**Roland Way**

cc Andrew & Rachel Grout

encl:

Completed Application Form

Drawings: Location / Block Plan, General Arrangement Plans & Elevations, as existing and proposed -  
Drawing Nos: BW/837/1 and BW/837/2 as approved.

Record Photographs

Planning Statement

Completed CIL Form