

Justin Turvey BA (Hons) DIPTP, MRTPI  
Interim Head of Place Development



Mrs Roland Way  
c/o Mr Roland Way (Agent)  
Roland Way MCIAT  
15 Bushy Road  
Fetcham  
Leatherhead  
KT22 9SX

Town Hall  
The Parade  
Epsom  
Surrey  
KT18 5BY  
Main Number (01372) 732000  
[www.epsom-ewell.gov.uk](http://www.epsom-ewell.gov.uk)  
DX 30713 Epsom

Date 24 April 2024  
Our Ref 24/00448/REM

Contact Planning  
Email [Planningsupport@epsom-ewell.gov.uk](mailto:Planningsupport@epsom-ewell.gov.uk)

Dear Sir/Madam,

**Town & Country Planning Act 1990 (as amended)**  
**Proposed Development at 11 Burgh Heath Road, Epsom, Surrey**  
**Variation of Condition 4 (Rooflight Windows) of planning permission 14/00750/FLH to alter the style of the rooflight (retrospective)**

Thank you for your application in respect of the above which was registered as valid on 22 April 2024. I also acknowledge receipt of your payment of £643.00.

We may need to contact you in due course, particularly if access to the site is required to undertake a site visit. If you would like to know how your application is progressing you can do this by visiting public access on the planning pages on our website [www.epsom-ewell.gov.uk/planning](http://www.epsom-ewell.gov.uk/planning) or contact Customer Services on the above email or telephone 01372 732000.

If, by 17 June 2024 you have not received notification of the decision and have not agreed an extension of time with us, you may appeal to The Planning Inspectorate within the timescales set by the Planning Inspectorate. Appeals must be made on a form which is obtainable from the Planning Inspectorate <https://www.gov.uk/planning-inspectorate>

Many applications are dealt with by officers under delegated powers. However, if your application is considered by the Planning Committee, there may be an opportunity for you to speak to the Committee in favour of your proposals. In this respect you are advised to contact Customer Services for further information about the date of the Committee and the procedures involved.

You are also reminded that your proposal may also require consent under the Building Regulations. For further information please contact Epsom & Ewell Borough Council Building Control on 01372 732000 or [contactus@epsom-ewell.gov.uk](mailto:contactus@epsom-ewell.gov.uk)

**CIL Instalment Policy** - From the 1 April 2024 the following [CIL Instalments Policy](#) will apply. This updated instalment policy was approved by the Licencing and Planning Policy Committee on 18 January 2024. The Policy can be found on our website.

Yours faithfully,

A handwritten signature in black ink, appearing to be the initials 'ST'.

Interim Head of Place Development