



My ref: 11/08358/FULL

Please reply to:

Tel No:

Email: centralplanningteam@westminster.gov.uk

John Osborn

020 7641 4208

The Owner / Occupier
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W1T 1QW

Development Planning

Westminster City Hall
64 Victoria Street
London SW1E 6QP

6 October 2011

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990
PLANNING (LISTED BUILDINGS & CONSERVATION AREAS) ACT 1990

Address: 19-22 Rathbone Place, London, W1T 1HY,

Proposal: Dual alternative use of part basement and part ground floor for either offices (Class B1) or a restaurant (Class A3) and the installation of a high level extract duct.

An application has been made to the City Council which is described in brief above.

You can view the application form, plans and other supporting documents, and comment online, using the reference number **11/08358/FULL**. Please note the above description is only a summary and may not include full details of all the works and you should satisfy yourself of the likely impact of the proposal.

Any comments you wish to make about this application should be sent to the council **within 21 days of the date on this letter**.

General information about Planning and the Planning process is set out overleaf and more detailed information is on our website. This includes what you can comment on, how to contact your Ward Councillor and what happens to submitted comments. If this application relates to works to alter or extend a house, please note in particular the last paragraph overleaf. If you are not the owner of the property to which this letter is addressed, your co-operation in notifying the owner about this application would be appreciated.

The City Council refers most planning applications to a nominated local amenity society for comment. The details for the society in your area are set out below:

Mr R. Muskett, FITZROVIA NEIGHBOURHOOD ASSOCIATION, The Fitzrovia Neighbourhood Centre, 39 Tottenham Street, London W1P 9PE
Tel: 020 7580 4576 email: fitzroviacentre@yahoo.co.uk

Yours faithfully

John Walker
Operational Director Development Planning

THE PLANNING APPLICATION PROCESS

and how you can have your say

Most building works and changes of use require planning permission. The City Council welcomes comments from neighbours, amenity groups and councillors as part of its consideration of planning applications. This note explains briefly how planning applications are dealt with and how you can become involved in the planning process.

If you are interested in what is happening in your area generally, you can look at all current applications on the Council's website.

What you can comment on

You can support or object to a proposal but you must bear in mind that planning applications can only be decided on the basis of planning issues, such as:

- The effect on neighbours' daylight and sunlight
- Overlooking into residential windows
- The impact of traffic, road access, parking and servicing
- The appearance, bulk or height of the scheme
- The impact on amenity, such as noise generated by the proposal
- The potential loss of a valued local service or use, such as a shop or a residential flat

Government legislation says that we cannot consider non-planning issues such as loss of property value, competition between local businesses, party wall and land and boundary disputes, fire escape and structural matters. Whilst the Council cannot refuse permission because construction works may cause noise and disturbance, it can restrict the hours of work, particularly in residential areas. If you have problems with noisy building works you can contact the Environmental Action Line on 020 7641 2000 (24 hours a day, 7 days a week).

What happens to your comments

All written comments received are considered by the planning officer. If objections can be supported in planning terms but could be overcome by changes to the proposal, the officer may contact the applicant and suggest amendments. We will advise you of major changes and normally give you a further 14 or 21 days for additional comments to be made.

When applications are decided by a planning committee all written comments received are summarised in the officer's report which can be seen on the Council website five days before the committee meeting. Please note that your letter or email will become available for public inspection.

How the decision is made

The planning officer can advise you when and how the application is going to be considered. Most contentious applications are reported to the Planning Applications Sub-Committee which normally meets on Thursdays at 6.30pm at Westminster City Hall. These meetings are open to the public.

The Sub-Committee is made up of elected councillors who receive a written report in advance of the committee meeting. They make a decision after a presentation and recommendation by senior planning officers. All letters and emails received are carefully considered by the Sub-Committee before a final decision is made. The Sub-Committee may grant planning permission (usually with conditions) or refuse it. Occasionally a decision on an application may be deferred for further information or negotiation.

After a decision is made

Everyone who has made written representation to us about the proposal will be informed of the decision within 10 days. Soon after a decision is made and issued the decision letter will be put on the Council's website. If the application was considered by a planning committee then the officer's report and committee resolution are also made available on the website.

Householder applications (works to alter or extend a house)

If the Council refuses planning permission for a Householder application, and if an appeal is made which is to be dealt with on the basis of written representations, the Council will send copies of all letters and emails concerning the planning application to the Secretary of State. In all householder cases there will be no further opportunity to comment at the appeal stage. All letters and emails will be made available for all to see on the Council's website although personal details (signature, email and telephone nos.) will be redacted.