



The Director of Planning
Planning Services
Welwyn Hatfield Council
The Campus
Welwyn Garden City
Herts
AL8 6AE

5 August 2013

Dear Sir or Madam

Planning Application & Application for Listed Building Consent
Chequers House, Park Street, Old Hatfield, AL9 7HF

We write, on behalf of our client, RD Stephens (Consultancy Services) Ltd Retirement Benefit Scheme, to apply for planning permission and Listed Building Consent to convert the above property into four residential units.

The following information has been submitted to the LPA via Planning Portal:

- Duly completed application forms;
- Duly completed relevant ownership & Agricultural Holdings certificates;
- Site Location Plan
- Existing and Proposed Plans
- Section Plan;

Accordingly, please find enclosed further documentation to support this application (which have been listed as "to follow" on Planning Portal:

- Design & Access Statement
- Planning & Heritage Statement
- Biodiversity Checklist
- Sustainability Checklist

We also enclose two cheques for the requisite application fee of £1540.00 (one for £1500.00 and one for £40.00).

We would welcome the opportunity to discuss the progress of this application during its consideration. Should you require any further information or clarification in the interim, please contact the undersigned.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. Crowder-James', written in a cursive style.

Karen Crowder-James

DIRECTOR

karen@contourplanning.com

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