

Application ref: 2022/3635/P
Contact: Kate Henry
Tel: 020 7974 3794
Date: 17 January 2023

Development Management
Regeneration and Planning
London Borough of Camden
Town Hall
Judd Street
London
WC1H 9JE
Phone: 020 7974 4444
planning@camden.gov.uk
www.camden.gov.uk/planning

Dear Sir/Madam

Planning application - NOTIFICATION OF COMMITTEE DATE

Address:
Howitt Close
Howitt Road
London
NW3 4LX

Proposal: Erection of roof extension to create 7 self-contained flats (Class C3)

You recently commented on the above planning application(s). I am writing to let you know that the Planning Committee is due to make a decision on the application on

Date: **30 January 2023** Time: **7:00pm** Venue: **Council Chamber, Crowndale Centre, 218 Eversholt Street, London NW1 1BD**

The officer's recommendation to the Committee is that the application(s) be **Granted Subject to a Section 106 Legal Agreement**.

You can view the agenda, including the officer's report, on the Council's website at www.camden.gov.uk/democracy eight days before the meeting. If you need a paper copy of the report, please contact Committee Services on 020 7974 6884 or 020 7974 5678.

Comments received on the planning application(s) are summarised within the officer's report. If you have any extra comments and want to put these views across to the committee you can either

- **Make a written submission**, that is write to the committee clerk setting out why you support or oppose the application. This is known as 'Making a written submission'.

Or

- **Make a deputation request**, that is a request in writing to speak at the meeting. In your request let us know whether you support or oppose the application and include a statement of the issues you want to raise. The Committee will only accept deputation

requests from people or organisations that have a planning related interest which could be directly affected by the matter under consideration.

You must submit your written submission or deputation request to arrive no later than **9am on the working day (Friday 27th January 2023) before the meeting**. It should be no more than 2 pages long and you can send it by email, letter or fax. The contact details are shown below.

Email: planningcommittee@camden.gov.uk

Address: Committee Services, Crowndale Centre, 218 Eversholt Street, London, NW1 1BD

Fax: 020 7974 5921

Tel: 020 7974 6884 or 020 7974 8177

If you contact us please let us know:

- your name;
- your contact number and/or email address;
- the name of any group you represent;
- your address; and
- the address of the application you are writing about.

It is a good idea to submit your deputation request or written submission well in advance of the deadline if possible, so that any queries or issues relating to your submission can be addressed.

The Committee meeting is held in public and, if you make a written submission or deputation request to the meeting, it will be sent to members of the Committee and it will be made public on a supplementary agenda the day before the meeting.

You will not be able to make a written submission or a request to speak in situations where the Committee has already started to deliberate on an application at a previous meeting and has deferred its decision due to lack of time.

Camden Council prides itself on its openness in its decision making. You are therefore asked not contact members of the Planning Committee directly. We have designed our processes to allow both the applicant and any objectors the time and opportunity to put their case to the Committee, and for all parties to have sight of all the material that the Committee may take into account when it is coming to its decision.

What happens at the meeting?

When the Committee reaches the application(s) on its agenda, an officer will give the Committee a presentation about the application. The Committee will then hear deputations against the application, followed by those in favour. If you are making a deputation, you should only raise issues set out in your deputation statement.

The Committee allows five minutes in total to hear deputations against each application, followed by five minutes for the applicant and any other supporters to speak. If there is more than one request to speak against an application, we encourage speakers to agree to make one joint deputation. If this is not possible the five minutes is shared out between all those who wish to speak. The Chair of the meeting will let you know when the five minutes are up and you must end your speech immediately.

N.B. Persons making valid deputation requests are encouraged to attend the meeting in person to give their deputation. Anyone preferring not to attend in person, but instead to give their deputation remotely, will have that option but should note that, in the unlikely event of a technical failure meaning that they are unable to address the Committee remotely, the meeting and the item may proceed in their absence and their deputation statement will be taken as read.

Once the Committee has heard the deputations, Members of the Committee may then ask questions of the deputees and of Council officers, after which there will be a debate and then the Committee will come to its decision.

You can get more guidance on the rules for speaking at the Committee, and about how the Planning Committee makes its decisions, on the Council's website at www.camden.gov.uk/planning-committee-deputations or you can contact the Committee Officer whose name appears on the agenda.

Please note that meetings of the Committee are filmed for live and subsequent broadcast on the Council's website. The Authority is a Data Controller under the Data Protection Act and data collected during this webcast will be retained in accordance with the Authority's published policy. Webcasts and the associated privacy notice can be found at www.camden.gov.uk/webcast. If you wish to attend the meeting but do not wish to be filmed please contact the webcasting co-ordinator on 020 7974 5653 to discuss your concerns.

To comply with the Data Protection Act 1998, we need the consent of parents or guardians before filming children or young people.

Space in the public gallery is limited and is allocated on a first-come-first-served basis. Alternatively, interested parties can watch the live stream at www.camden.gov.uk/webcast.

You can sign up to receive email alerts about all new applications, decision and appeals as they happen in your area at www.camden.gov.uk/planningalerts.

Yours faithfully

Kate Henry

Supporting Communities Directorate