

# Alpha Planning Ltd.

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FAO Ms Caroline Brown  
Epping Forest District Council  
Governance Directorate  
Civic Offices  
High Street  
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Date 16 February 2021  
Our ref APL/00290/RAI/DGu  
Your ref PP-09521663

Dear Ms C Brown

## **13-17 High Beech Road, Loughton IG10 4BN**

We have today submitted via the Planning Portal a planning application for the erection of a third floor to provide two flats at the above property (ref: PP-09521663).

The application submission comprises the following:

- Completed application forms
- Existing site location plans and photos – drawing 572-21-01
- Existing ground, first, second floor and roof plans – drawing 572-21-02
- Existing elevations and section AA – drawing 572-21-03
- Proposed ground, first, second floor and roof plans – drawing 572-21-04
- Proposed third floor plan – drawing 572-21-05
- Proposed elevations and section AA – drawing 572-21-06
- Planning, Design and Access Statement
- Planning application fee of £924

In addition the CIL questionnaire has been completed and is submitted with the application.

We trust that you will find this all in order and that you will be able to determine the application in an expeditious manner. Should you have any questions then please do not hesitate to contact me.

Yours sincerely

David Gurtler  
**Director**