

Penfold Project Services

"EPMARKET", WROTHAM ROAD, MEOPHAM, KENT, DA13 0JH

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03 December 2025

[REDACTED]
19 Hadley Close,
Meopham,
Kent,
DA13 0NX

Dear [REDACTED]

The Town & Country Planning Acts:
Erection single storey rear/side extension at:
20 HADLEY CLOSE, MEOPHAM, KENT, DA13 0NX

I write to you on behalf of Sarah Foster, to advise you of the above proposals which have been submitted to Gravesham Borough Council and I enclose a copy of the Notice required to be submitted under Article 13 of the Town and Country Planning Act 1990.

It is necessary for the Notice to be issued as the proposed works **may** involve some minor encroachment onto your property.

Obviously, all works will be undertaken at the cost of Sarah Foster. A Party Wall Surveyor will be appointed by Sarah Foster to issue the necessary notices under the Party Wall Acts at the appropriate time

The Planning Department of the Council will also inform you of the application, but in the meantime Sarah Foster has copies of the drawings should you wish to view them.

If you have any queries, please do not hesitate to contact me

It is not necessary for you to take any action unless you intend to object to the proposals.

Yours sincerely, [REDACTED]

[REDACTED]
Alan Penfold,
For Penfold Project Services