

**Our ref: RO/PR3769**  
**Date: 28<sup>th</sup> February 2023**

Gravesham Borough Council  
Planning Department  
Civic Centre  
Gravesend  
Kent DA12 1AU

Dear Sir/Madam

**RE: PLANNING APPLICATION: THEOS, CHALK ROAD, HIGHAM, KENT, ME3  
7LA: RETROSPECTIVE APPLICATION FOR THE USE OF AN EXISTING  
OUTBUILDING AS ANCILLARY ACCOMMODATION.**

Please find attached an electronic retrospective planning application for the use of an existing outbuilding as ancillary accommodation at the above property. For clarity, the application documents are:

- Application form and ownership Certificates
- Planning Statement
- 3769/01 – Site location plan
- 3769/02 – Existing and proposed block plan
- 3769/03 – Existing and proposed floor plan, elevations, and roof plan

If you require any further information, please do not hesitate to contact me.

If you would like to carry out a site visit, please can you contact our office so that we can arrange this with the applicant.

Yours faithfully

**RACHEL OSBORNE**

**Encl.**