Sam Malis

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Mr Jason Ngo
10 Arsenal Road
Greenwich
London
SE9 1JS

Directorate of Place & Growth
Woolwich Centre, 2nd Floor,
35 Wellington Street,
London, SE18 6HQ

26/2788/HD

28 September 2026

Dear Mr Jason Ngo,

Site: **10 ARSENAL ROAD, ELTHAM, LONDON, SE9 1JS**
Applicant: Mr Jason Ngo
Proposal: **Loft conversion incorporating the installation of two rear dormers and all associated works.**

We have adapted the way in which we work to ensure that site notices are displayed more promptly and efficiently.

In order to fulfil our statutory obligations, we have enclosed a site notice for you to display outside your property. This is essential if we are able to make a final decision on your application without delay.

This letter includes guidance for displaying the site notice and providing the Council with the necessary evidence to ensure the statutory consultation has been fulfilled.

If you or someone you live with is unable to display the site notice, please contact the case officer immediately so that alternative options can be put in place.

In line with The Town and Country Planning (Development Management Procedure) (England) Order 2015, the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) and the Royal Borough of Greenwich Statement of Community Involvement (2016) a notice on or near the land to which the application relates shall be displayed for not less than 21 days. Enclosed herewith is a site notice to be displayed outside your premises subject to meeting the following requirements:

- The notice must be displayed outside or close as possible to the application site, on public land (secured on a lamppost, railings or tree) and must be visible to the public without entering any private land;
- **The date must be clearly shown and written on the day the site notice is displayed**, **using a permanent marker** (Sharpie pen for example);
- A photograph shall be taken of the dated notice in-situ, and a copy should be

emailed directly to the case officer to prove the notice has been displayed. The site notice text and annotated date should be clearly visible on this photograph otherwise it will not provide sufficient evidence.

Failure to meet any of the above criteria would mean the local planning authority is unable to fulfil its statutory duty to publicise the application for planning permission/listed building consent which may result in further delays to your application.

If you are unsure or cannot find an appropriate place to display the site notice, please contact your case officer for guidance as a matter of urgency.

Once your application has been determined the site notice should be removed.

Thank you in advance for your co-operation with regard this matter.

Yours Faithfully
Sam Malis
Development Management