

[Date 2020

«Addressees»  
«Address\_Line\_1»  
«Address\_Line\_2»  
«Address\_Line\_3»  
«Post\_Town»  
«Post\_Code»

**THIS IS NOT A CIRCULAR**

Dear Owner/ Occupier,

**Town and Country Planning Act 1990  
Planning (Listed Buildings and Conservation Areas) Act 1990**

Re: Proposed Shortlands Conservation Area

The Council's Development Control Committee of [insert date] resolved to approve, for the purpose of public consultation, an area for consideration as the Shortlands Conservation Area.

As part of the public consultation exercise, I am writing to you to seek your views on the proposal to designate the area indicated on the accompanying plan as a Conservation Area. The above property falls within the proposed designation.

Conservation Areas are areas of special architectural or historic interest, the character or appearance of which is desirable to preserve or enhance. Local Planning Authorities have a statutory duty to consider whether parts of their area should be designated as Conservation Areas.

I welcome any views you might have on this proposal and in particular any comments you may have on the proposed boundary of the Conservation Area. Your comments will be reported back to a future Council Committee meeting. The Council will then consider designating the proposed Conservation Area.

All properties within [and adjoining] the proposed Conservation Area are being consulted along with Council members and relevant external agencies. . Please provide your comments on the attached questionnaire and return to the following email address: [conservation@bromley.gov.uk](mailto:conservation@bromley.gov.uk) no later than [date]

[Simon Went], Principal Conservation Officer  
Bromley Council  
Civic Centre  
Stockwell Close

Bromley  
Stockwell Close  
Bromley  
BR1 3UH

If you are not the property owner, would you please pass this letter and accompanying information on to the appropriate person.

Thank you for your assistance and I look forward to receiving your views on this proposals. If you wish to discuss this matter please contact Simon Went, Principal Conservation Officer on: 020 8464 3333 ext. 3115 mobile 07814 357551 [simon.went@bromley.gov.uk](mailto:simon.went@bromley.gov.uk)

Yours «faithsinc»,

?