Email Template

Subject: Inquiry Regarding Planning Permissions for XXXX Hotel

Dear [Council Planning Department / Borough Officer],

I am writing as a resident of XXXX Borough to seek clarification regarding the use of XXXX Hotel for accommodation purposes.

It has come to my attention that the hotel may currently be being used to accommodate asylum seekers. As a local resident, I would like to confirm whether this use constitutes a material change of use under the Town and Country Planning (Use Classes) Order 1987, and if so, whether a planning application has been submitted, considered, and approved by XXXX Borough Council.

I appreciate your assistance in clarifying the planning status of this site. Transparency on these issues is important for maintaining public confidence in the planning process.

Thank you for your time and attention. I look forward to your response.

Yours sincerely,
[Your Full Name]
[Your Address]
[Your Contact Information]