Dear Sir/Madam

Wandsworth Employment and Industry Document Examination

Further to my Introductory Letter sent on 14\textsuperscript{th} November 2017, I am now in a position to send, The Inspector’s Guidance Notes, Main Issues and Questions and Draft Programme.

The Hearings have been scheduled to start at 10am on Tuesday 20 February 2018 in Committee Room 123, The Town Hall, Wandsworth High Street, London SW18 2PU.

You will have indicated on your original representation form as to whether you wish to take part in the oral examination. It is essential for the programming of the examination that I know your current position with regards to your intentions to appear at the hearings. Therefore I would appreciate confirmation of your current position, which I am happy to receive via e-mail or letter by Close of Play 26\textsuperscript{th} January 2018.

I will be using e-mail as the preferred method of communication as this is quicker and more cost effective as opposed to paper mailings. If you receive a paper copy of this letter and you are happy to receive further mailings electronically please let me have your e-mail address. However, if you would prefer paper please let me know.
I have attached The Inspector Guidance Notes, Main Issues and Questions and Draft Programme.

In addition The Planning Inspectorate has produced a booklet *Guidance from the Planning Inspectorate*

This can be found at: http://www.planningportal.gov.uk/planning/plans

If you have any queries on the scope of the Hearing process please feel free to contact me.

Yours faithfully

Charlotte Glancy
Programme Officer
C/O Banks Solutions