

EXAMPLE LETTER

The Owner/Occupier
See Neighbour List document

22 January 2021

Dear Sir/Madam

**Town and Country Planning (Development Management Procedure) (England) Order 2015
Notice Under Article 13 of an Application for Planning Permission**

Application: Single storey rear extension
Address: Mansard South Approach Moor Park
Application No: 21/0061/FUL

You are invited to comment on the above application for development, which has recently been received by the Council.

You can view the plans and submit comments online via the Council's website (<http://www3.threerivers.gov.uk/online-applications/>) by searching for planning application number 21/0061/FUL.

Comments can be submitted online, by email (to enquiries@threerivers.gov.uk) or by letter. It is important to **quote the planning application number** at all times and for comments to be received by the Planning Section no later than **12 February 2021**. If you wish to make representations to your District Councillor, please do so as soon as possible, and no later than the above date. Any written observation you may make will be taken into account before a decision is made.

Please be advised that any comments received will be made available for public inspection through the planning record on the Council's website. Comments may not be published on the Council's website where publication would place the Council in breach of our legal duties. For details of how your personal data will be used, please see our privacy notice at <https://www.threerivers.gov.uk/egcl-page/privacy-notice>.

Please also note that should a householder application become the subject of an appeal dealt with under the fast track Householder Appeal Service, there will not be an opportunity to make further comment at the appeal stage. Comments received at the application stage will be forwarded to the Planning Inspectorate.

The Planning Officer dealing with the application is Miss Katy Brackenboro who can normally be contacted between the hours of 10am – 11am Monday to Friday. For further information please contact the Customer Service Centre on 01923 776611. A Duty Officer is also available for advice 10am - 1pm Monday, Wednesday and Thursday.

Due to the volume of correspondence received it is not possible to reply individually to residents' letters. If you have submitted comments, you will be notified if the application is to be presented to the Planning Committee and of the decision of the Council. If an application is refused the applicant has the right to appeal to the Planning Inspectorate. If this situation occurs you will be informed.

Yours faithfully,