



Mr Martin Dale  
Design Work Studios Ltd  
59A Peach Street  
Wokingham  
RG40 1XP

7th June 2021  
Our Ref: ACKAPP

Dear Sir/Madam

**Town and Country Planning Act 1990 (as amended)**

**REFERENCE:** 21/00467/FUL (**Please quote this reference on all correspondence**)  
**DESCRIPTION:** Proposed single storey rear extension, conversion of garage, single storey front extension to garage and creation of parking area to front.  
**LOCATION:** 31 Hebbecastle Down Warfield Bracknell  
**CASE OFFICER:** Emma Sibley (Direct Line 01344 351137)  
**DATE VALIDATED:** 2nd June 2021 **TARGET DATE:** 28th July 2021

I acknowledge receipt of your planning application as described above. My interpretation of the location and description of the proposal may differ from that given on the application form and, if you have any queries about this, I will be happy to discuss them with you. If I do not hear from you within 10 days I shall take it that you agree that the location and description, as set out above, are accurate.

I will now ensure that the application is sufficiently complete to allow a decision to be issued.

If any further information is needed I will let you know as soon as possible.

This letter is confirmation of receipt of any fees paid.

Every effort will be made to issue a decision by the "expiry date" given above; we are currently experiencing a high volume of planning applications which may lead to your application not being decided by the expiry date. If your application is likely to be determined outside the expiry date I will advise you before the date is reached and seek your agreement to extend the determination period. If you have not received a decision by the expiry date (and you have not agreed with me that an extension to this period can be made), you may appeal to the Planning Inspectorate. Appeals must be made on a form which is available from the Department of the Environment, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN.

Please read the attached notes "Dealing with your application".

You are reminded that it may be necessary to obtain separate permission(s) under the Building Regulations or other legislation. It is also your responsibility to check that there are no covenants or other restrictions that apply to your property. This is likely in the case of property previously in the ownership of the Council or Development Corporation and you are advised to check your deeds or consult a solicitor in this respect.

Yours faithfully

**Emma Sibley**

Planning Assistant  
Planning Transport and Countryside  
EMail: [Emma.sibley@bracknell-forest.gov.uk](mailto:Emma.sibley@bracknell-forest.gov.uk)  
Direct Line: 01344 351137

PLACE, PLANNING AND REGENERATION

Bracknell Forest Council, Time Square, Market Street, Bracknell, Berkshire RG12 1JD  
T: 01344 352000 Minicom: 01344 352045 [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk)

## Dealing with your application

- We will try to deal with your application within 8/13 weeks although this is not always possible. We will give you a target date for dealing with the application when we acknowledge it and identify the Case Officer.
- We publicise applications and ask the views of neighbours before making a decision. Your application, including all relevant plans, documentation and correspondence, will be available for inspection via PC's at Time Square and also on our web site. Please note that any contact details for applicants and agents supplied (e.g. address/telephone number/email address etc.) may also be publicly available.
- We will let you know on request who we have consulted on the application.
- Consultation letters will be sent within one week of receiving a valid application and site and press notices, if required, will be displayed within 2 weeks. Unless otherwise required by legislation, consultees will be allowed 21 days to comment, after which the application may be decided. A 14 day period is normally allowed when re-consultation takes place on significant amendments. All representations and consultee responses will be placed on the file which is open to public view, and published on our website.
- If the Case Officer needs to discuss the proposal with you (and this isn't always needed) you will be contacted as soon as possible. This may not be until after the consultation period is over.
- A visit to the property will be necessary and the Case Officer will make this visit shortly. It will not always be possible to make an appointment before visiting but if it is necessary to arrange access you will again be contacted as soon as possible.
- If we find that we need more information while we are considering the application, we will let you (or your agent) know as soon as possible.
- If the application is unacceptable as submitted but amendments could overcome the concerns, the Case Officer will explain this to you or your agent. A reasonable time scale will be given for you to send us revised proposals. If, at the end of that period, we have not received the amendments the Council may decide the proposals as originally submitted.
- Applications will only be recommended for refusal if they are considered to be unacceptable in principle or the necessary amendments cannot be agreed.
- While the Case Officer may express views on the proposals, a formal decision can only be made by the Planning Committee or by the Head of Development Management under powers delegated by the Committee. The scheme of delegation is shown below:

- ➤ All applications are delegated to the Head of Planning to determine save the following:
  - applications made by Members of the Council or staff
  - applications which any single Member of the Council expressly requests should be determined by the Planning Committee provided that the request is supported in writing by a valid planning reason
  - applications attracting valid planning objections before the delegated decision is made, where objections arise from not more than five households and/or organisations, may be determined by the Director of Environment, Culture & Communities following reference to the Chairman of the Planning Committee and ward councillors
  - applications which if approved would be contrary to the Development Plan
  - applications submitted by or on behalf of the Bracknell Forest Council.
- ➤ Some cases that are delegated to the Head of Development Management will usually be reported to the Committee at the Head of Development Management's discretion. These are:
  - Planning Applications that are recommended for refusal where development has commenced and enforcement action will be required
  - Planning Applications submitted by the Bracknell Forest Council seeking approval for major development
  - Significant departures from the development plan.

- If your proposal is one which needs to be considered by the Planning Committee you will be given notice of the date of the Committee meeting at which the proposal will be considered.
- The Council has a public participation scheme which allows members of the public to speak at the Planning Committee meeting on some applications, and the applicant/agent to speak in response. You will be informed if your application is eligible for public speaking. If your application is not eligible, you will not be able to speak at the meeting, however you can attend the meeting and listen to the discussion.

## Notifying you of the decision

- We will issue all decision notices as soon as possible after the decision. The notice will be accompanied by a clear explanation of your rights of appeal if we have refused permission or granted permission subject to conditions.
- The Case Officer will be available, by prior appointment, to explain the Council's decision and what further action you can take.
- The decision notice will be available for inspection on our web site.