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| **How can I see the application?*** Visit <http://planning.tandridge.gov.uk/eaccess/Applicationsearch.asp> and search by application number.
* At the Council Offices, Oxted during opening hours.
* Some Parish Councils have copies of applications for residents to look at (at their offices or local libraries). Visit <http://www.tandridge.gov.uk/YourCouncil/CouncillorsMeetings/ParishCouncil/default.htm> for details of Parish Councils or call Customer Services on 01883 722000.

Check with your local library to see if they carry a copy of the plans. Local library details are available at [http://www.surreycc.gov.uk](http://www.surreycc.gov.uk/) or via Customer Services. |
| **How can I make comments?*** Visit <http://planning.tandridge.gov.uk/eaccess/Applicationsearch.asp> and search by application number
* E-mail comaps@tandridge.gov.uk
* Post your comment to the address overleaf

Comments about this application should be made within **24** days of the date of this letter, quoting the application number. Verbal comments are not accepted. If you do not own the property you live in, please make the owner aware of this letter.All comments received on planning applications will be published on the Council’s web site, subject to removal of signatures, telephone numbers and e-mail addresses.  Where the Council considers that the content of letters are potentially libellous or defamatory, contain abusive, obscene or racist language or contain information that should not be distributed then it reserves the right to remove the offending information before publication, with or without the consent of the author.  The Council will retain an unaltered copy of the letter on the planning file which would be available for inspection although not by published means.  Those commenting should ensure that the content of their letters would not open them to legal challenge. You may wish to copy your comments to your councillor and/or parish council to inform them of your views on the application.The Council will not acknowledge receipt of any comments and cannot reply to you on any issues raised, or provide further information other than the application details submitted. |
| **What are the Planning Committee arrangements?**Most applications are not decided by the Planning Committee, but by officers using delegated powers. Anyone can discuss an application with their Ward Councillor who may ask for it to be referred to the Planning Committee. This will be at the discretion of the Director of Planning, in consultation with the Committee Chairman. To find out if an application is being reported to Committee: * Sign up for News Direct emails at [www.tandridge.gov.uk/yourcouncil/news/newsdirect.htm](http://www.tandridge.gov.uk/yourcouncil/news/newsdirect.htm).
* Follow TandridgeDC via Twitter

Please check the website before travelling for a meeting. Occasionally there are late changes to the agenda, or a meeting may be cancelled. Full details including public speaking arrangements can be found at [www.tandridge.gov.uk/planning/planningapplications](http://www.tandridge.gov.uk/planning/planningapplications%20)  |
| **How can I find out about decisions?*** Visit <http://planning.tandridge.gov.uk/eaccess/Applicationsearch.asp> and search by application number.
* Sign up to planning email alerts for this application at [www.tandridge.gov.uk/planning](http://www.tandridge.gov.uk/planning).
* View decisions at [www.councillors.tandridge.gov.uk/cmis5/PublicDocuments.aspx](http://www.councillors.tandridge.gov.uk/cmis5/PublicDocuments.aspx).
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| **What happens if the Council’s decision is appealed?**If an appeal is lodged for this application any comments you’ve made will be sent to the Inspectorate. With the exception of householder appeals you’ll also be able to send further comments to the Inspectorate. Sometimes the applicant wants to tell interested people about the changes to the scheme during an appeal and they will not be able to do this if we don’t have the full postal address. |
| **I’d like to speak to someone**Please call Customer Services on 01883 722000, e-mail customerservices@tandridge.gov.uk.  |