

Our Ref: 22/01812/HFUL

13 May 2022



FILE COPY

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

Notification of Planning Application

www.scambs.gov.uk | www.cambridge.gov.uk

Dear Sir/Madam

South Cambridgeshire District Council Application for Planning Permission

Why you have received this letter

The council has received the following application:

Reference: 22/01812/HFUL

Proposal: Demolition of rear conservatory and erection of single storey extension on the footprint of the conservatory

Site address: 2 Trayles Melbourn Cambridgeshire SG8 6PH

We have a legal responsibility to advise the occupier(s) of neighbouring properties that we have received this application and that you have the opportunity to make comments. If you rent or do not own the property please notify the landlord/property owner of this letter so that they also have the opportunity to make comments.

Viewing the details of this application

You can view the details of the application together with plans and supporting documents on our website <https://applications.greatercambridgeplanning.org>. Due to Covid-19 our public access kiosks based at Mandela House and South Cambridgeshire Hall are currently unavailable. If you would like further information regarding access to view planning applications as restrictions are reduced then please do not hesitate to contact us.

Making comments

You can submit your comments either:

- online using our website
- by writing to the address at the top of this letter

When making your comments please ensure that you quote the correct reference number and provide your full postal address. Please note that due to the large number of comments we receive we are unable to acknowledge or respond to individual queries.

You should ensure that your written comments are received by **7 June 2022**. Comments received after this date will be taken into consideration only if the application has not already been determined.

What we do with your comments

All comments received are open to public inspection and will be published on our website and may be repeated in public documents. If the application is referred to a committee for decision they may be published within the committee pages of our website.

We will publish your address but mask out any identifying details. Your comments will be summarised in the case officer's report and you should only include information that you are happy to be made publicly available.

We will hold your name and any telephone number or email address you provide on file for a period of six years from the date of the decision on this application. The purpose of this is to enable us to consult you in the event of any appeal being made to the Planning Inspectorate or subsequent application relating to this proposed development. We will not use your details for any other purpose.

How we handle your personal data

The Greater Cambridge Shared Planning Service comprises the Local Planning Authorities of Cambridge City Council and South Cambridgeshire District Council. The Data Controller will be the relevant authority under which the planning application falls.

You can view our Privacy Notices at <https://www.scambs.gov.uk/the-council/access-to-information/customer-privacy-notice> which provides information on how we collect, store and process your data within the different functions of the council. If you require a hard copy please contact us using the details provided at the top of the letter.

We publish many documents as part of the planning process. If you think we've got something wrong or are concerned with the way we are handling your data please contact us using the details provided at the top of the letter noting the application reference and document details and we will do our best to resolve the matter.

How a decision is made

The majority of applications are dealt with by officers; this means that there is not always a formal committee meeting of the council. If this application is one of the few to be decided at a committee meeting we will write to you (only if you have already written to us with your views) about a week before the meeting and tell you of the arrangements for objectors and supporters to speak at the meeting.

Tracking the progress of this application

Our website also enables you to track the progress of this application and receive updates via email. To use this facility you will need to register a user account and provide a valid email address. Go to <https://applications.greatercambridgeplanning.org> for more details.

Should you wish to discuss this application please contact me.

Yours faithfully

Tom Chenery
Planning Officer

Email: tom.chenery@greatercambridgeplanning.org
Direct dial: 07564048208

COVID-19 Measures

Council Offices Are Currently Closed For Business. All Correspondence Should Be Submitted Electronically To Avoid Delays In Processing.

Neighbours Consulted - 22/01812/HFUL

The Owner and/or Occupier
37 Norgetts Lane
Melbourn
Royston
Cambridgeshire
SG8 6HS

13 May 2022

The Owner and/or Occupier
19B High Street
Melbourn
Royston
Cambridgeshire
SG8 6ER

13 May 2022

The Owner and/or Occupier
10 Orchard Road
Melbourn
Royston
Cambridgeshire
SG8 6HR

13 May 2022

The Owner and/or Occupier
8 Orchard Road
Melbourn
Royston
Cambridgeshire
SG8 6HR

13 May 2022

The Owner and/or Occupier
35 Norgetts Lane
Melbourn
Royston
Cambridgeshire
SG8 6HS

13 May 2022

The Owner and/or Occupier
4 Trayles
Melbourn
Royston
Cambridgeshire
SG8 6PH

13 May 2022

The Owner and/or Occupier
3 Trayles
Melbourn
Royston
Cambridgeshire
SG8 6PH

13 May 2022

The Owner and/or Occupier
1 Trayles
Melbourn
Royston
Cambridgeshire
SG8 6PH

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