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Our Ref: 23/01500/FULHH

27 October 2023

To whom it may concern,

TOWN AND COUNTRY PLANNING ACT 1990

APPLICATION NO: 23/01500/FULHH

DATE ACCEPTED: 27 OCTOBER 2023

PROPOSAL: Proposed conversion of existing garage into annex. Removal of existing garage doors and installation of 2 no. windows to front. New fenestration to rear and side walls.

LOCATION: 2 Ruby Fields Weeley Clacton On Sea Essex

Thank you for your application, which has been accepted and registered as a valid application.

**Please note that the description of your proposal may have been changed to more accurately reflect the intended works. If you disagree with any changes, please contact this office.**

We reserve the right, during the process of determination to render the application invalid should it be discovered that there are any errors or omissions. If this is the case you will be contacted by this office.

If by 22 December 2023

- You have not been told that your application is invalid; or
- You have not been told that your fee cheque has been dishonoured; or
- You have not been given a decision in writing; or
- You have not agreed in writing to extend the period in which the decision may be given,

Then you can appeal to the Secretary of State under Sections 78 or 195 (whichever is appropriate) of the Town and Country Planning Act 1990. You should appeal within 12 weeks from the date of the decision. Guidance, including making an appeal, can be found online at <https://www.gov.uk/appeal-householder-planning-decision> or from the Planning Inspectorate at Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN. This does not apply if your application has already been referred to the Secretary of State.

Yours faithfully

PLANNING SERVICES