



## Directorate For Planning, Growth And Sustainability

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13th March 2024  
Our Ref: 24/00803/APP

Dear Sir/Madam,

19 Burnham Road Westcott Buckinghamshire HP18 0PL  
**Householder application for loft conversion/roof extension**

Thank you for the above application, which was registered on the 11th March 2024. I also confirm that I have received a fee of £258 (including Validation check fee if appropriate). The application has been assigned to Emily Kingswell. You can track the progress of your application by visiting our website <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/>. Please note, it can take several working days before the documents are available online.

I will contact you if there are any issues that need resolving. Please note this will only be where issues are minor. If there are fundamental issues, I will proceed to determination. However if you have engaged with us through the pre-application procedure, I will contact you prior to determination to advise on the planning position.

If I have not sent you a decision by 6th May 2024 and you have not agreed to extend the period for us to make a decision, you then have a period of 6 months in which you can lodge an appeal with the Planning Inspectorate. You can submit your appeal online at <https://www.gov.uk/planning-inspectorate> on a form available from Initial Appeals, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN. We cannot always deal with applications within the period given and you may wish to contact us before proceeding further as, once an appeal is lodged, we cannot determine the application.

We can refer certain types of application directly to the Secretary of State for Communities and Local Government. I will let you know if this happens to your application. I will also contact you again if, for whatever reason, we cannot deal with your application.

In some cases, we publicise applications by placing a yellow notice on or near the application site. This can be removed after 6th May 2024.

To ensure our records are always up to date, please let us know if you change your postal or email address.

Yours faithfully,

The Business Support Team

ACK01E

