

## EXAMPLE E MAILS

### **Householder Rear Extension Prior Notification For Information Only**

WHITE GABLES, LUMBY DRIVE, RINGWOOD BH24 1JJ (Our Reference: 13/10704)

I would like to make you aware that we have received a Prior Notification for a rear extension regarding the above site. Full details of the proposal are available on our web site. We have consulted the immediate neighbours and advised the relevant Town/Parish Council and the local District Councillors.

Under the specific national legislation the only people who can formally comment are the neighbours and the only relevant issue for them to comment on is residential amenity. Their comments must be received by **12/07/2013**.

The Prior Notification will be determined by Officers in association with the Chairman or Vice Chairman of the Planning Development Control Committee. The Local District Councillors will be invited to have an input into the decision making process.

Yours sincerely,

*D Groom*

David Groom  
Development Control Manager

### **Town & Country Planning Act 1990 (AS AMENDED) Town & Country Planning (GENERAL PERMITTED DEVELOPMENT) ORDER 1995 (AS AMENDED) Notification of Change of Use of Office(s) to Dwelling(s)**

**APPLICATION NO:** 22/00001  
**TYPE:** GPD Temporary Change of Use  
**SITE:** 1 Golf Cottage, Main Road, Dibden, Southampton, SO45 5TB  
**DESCRIPTION:** TEST CASE  
**APPLICANT:** Mr J Carbayo Wilverley Installations  
**EARLIEST DECISION DATE:** 15 July 2013

Please note we have received a Prior Notification for the above development. As this is a Prior Notification, whilst we will take any comments you make into account, the matter falls outside of the normal planning application delegated arrangements meaning that if our decision in whole or part is contrary to your views we can still make a decision without Committee referral. The final decision will be made by Officers in consultation with the Chairman or Vice Chairman of the Planning Development Control Committee and the Local District Councillors will be invited to take part in the decision making process if they wish.

Please ensure your comments are received by **15/07/2013** and I would ask you to comment using the following link, [view online here](#) . Alternatively please email your views to [dev.control@nfdc.gov.uk](mailto:dev.control@nfdc.gov.uk).

The submitted information can be viewed on our website and if during the processing of the Notification we request additional information this will be displayed on our website on receipt. You may therefore wish to check as to exactly what information is to hand at the time you make your comments. Please note your comments will be made available on the website with personal information redacted.

If you wish to discuss this any further, please contact our Case Officer Edd Parsons

Yours sincerely,

A handwritten signature in black ink that reads "D Groom". The signature is written in a cursive, slightly slanted style.

David Groom  
Development Control Manager