

Owner/Occupier
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Ottershaw
Chertsey
Surrey
KT160QG

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08/07/2011

Neighbour Notification – Receipt of a Planning Application

Location: 28 Ottershaw Park
Ottershaw
Chertsey
Surrey
KT160QG

Proposal: Retrospective application for the retention of a covered terrace, car port, timber sheds and lean to greenhouse with associated hard and soft landscaping

This is to inform you that the above planning application **RU.11/0697** at the above location has been submitted. You can see the application at the Council Offices between 8.30am to 5.00pm Mondays to Thursdays and 8.30am to 4.30pm on Fridays. Please bring this letter with you as it contains the application number.

The details can also be inspected online at 'www.runnymede.gov.uk'. However, applications are posted in weekly batches and therefore may not be immediately available. Click on 'Planning then 'planning applications register' and select the most recent weekly list to find the relevant application number.

If you wish to comment on this application (see guidance overleaf), this should be done in writing, to be received within **21 days** of this notification quoting the application number. You can also email your comments using the form provided on the website. Your letter or email will be acknowledged and your comments considered before any decision is taken. Comments may be considered if received after this period, but if for any reason your comments are delayed, you should contact the Case Officer below to ensure that they will still be taken into account. Planning applications may be determined by Officers under delegated powers from the Planning Committee. If the application is considered by the Planning Committee there may be an opportunity to address the Committee. Details can be obtained from the Technical Services Department.

The Council has a policy of only accepting minor amendments to planning applications. Due to this, any further consultation on such an amendment, if submitted, will be a reduced period of 7 days. I would point out that under the Local Government (Access to Information) Act 1985, any comments received may be inspected or copied by the applicant or any other interested party. They may also be produced at any subsequent appeal.

If you have any queries, please contact **Louise Waters** on **01932 425254** quoting **RU.11/0697**.



Director of Technical Services