



15/01/2013

Neighbour Notification – Receipt of a Planning Application

Location: Land adj Willow Farm
Chobham Road
Ottershaw
Chertsey
Surrey

Proposal: Change of use to a residential caravan site for three Gypsy Traveller families. Site to contain 3 static caravans with associated hardstanding and parking for six associated vehicles

This is to inform you that the above planning application **RU.13/0011** at the above location has been submitted. You can see the application at the Civic Centre 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'. Select Services – Planning - Planning home page – Planning Application Register- Planning Application Register, Planning application Search and then type in the above 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 link 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 amendment to planning applications. Due to this, any further consultations 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 **Gillian Britton Williams** on **01932 425244** quoting **RU.13/0011**.

Director of Technical Services