

# Example Acknowledgment Letter

Our Ref: 00/00000/FUL

Portal Ref: PP-00000000

15 February 2022



Mr Joe Bloggs  
1 Cambridge Road  
Cambridge  
Cambridgeshire  
CB1

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

[www.scams.gov.uk](http://www.scams.gov.uk) | [www.cambridge.gov.uk](http://www.cambridge.gov.uk)

Dear Mr Bloggs

## South Cambridgeshire District Council Application for Planning Permission

Proposal:

Site address:

Your client:

Officer dealing with your application: (Planning officers name)

I acknowledge receipt of your planning application on 17 January 2022.

Your application was registered as valid on 27 January 2022.

### What happens next

As part of the application process consultations will be undertaken with relevant statutory bodies, other interested parties and local residents. In some circumstances it will be necessary to display a site notice on or near to the site and publicise the application in a local newspaper.

All applications for planning permission are public files and as such are made available to view via our website at <https://applications.greatercambridgeplanning.org>. The file will be updated as the application progresses.

As part of the assessment stage, I will need to visit the site. You do not need to be present during this visit however I may contact you if the site is inaccessible or access is restricted.

### How a decision will be made

At present the decision whether or not to grant permission for this proposal will be made by officers.

It is possible that during the process of considering this application issues or circumstances arise that mean that the application needs to be referred to the council's Planning Committee. If this happens you will be notified in advance with details of the date of the meeting and your rights to attend and speak.

### **Asking for more time**

The Shared Planning Service is currently experiencing very high application volumes whilst the efficiency of our systems and processes has been impacted by the requirements for remote working. This has led to a slight backlog of applications pending determination. We are in the process of developing new system protocols and are recruiting additional resources to create more capacity and address the impacts of this new way of working. Whilst every effort is being made to determine applications as quickly as we can, I am therefore sorry that I may subsequently need to secure your agreement for an extension of time to determine the application.

If you do not agree to an extension of time, once the statutory deadline has passed, you will have the right of appeal to the Secretary of State against the non-determination of this application. This process is dealt with independently by the Planning Inspectorate who will consider the application and make a decision whether or not to grant planning permission.

### **Amendments**

We are committed to providing a streamlined planning process, resulting in applications being determined (decided) in a timely manner. For this reason, from 5 July 2021, for an initial six month period, we will no longer be accepting amendments to applications unless they meet particular criteria as set out on our website: <https://greatercambridgeplanning.org/planning-applications/stepby-step-guide-to-permissions/amendments-to-applications>. Should an applicant wish to amend an existing application for reasons other than those listed, they will need to withdraw the application and resubmit it.

### **Your personal data**

The submission of applications which include the applicant's name and address, supporting documents and plans form part of the statutory planning register that local authorities are obliged to maintain. Where the register is kept using electronic storage, the regulations allow for the register to be available for inspection by the public on a website.

Your application including plans, supporting documents, consultation and public comments will be available to view online by visiting <https://applications.greatercambridgeplanning.org> and entering the above reference number in search field. Sensitive personal data, including personal telephone numbers, personal email addresses or signatures are not published on our website.

### **Building regulations and other consents**

Your planning application may also require Building Regulations consent. Please follow the link below for more information and to make your application or call us on 0300 7729622 to discuss your project.

<https://www.3csharedservices.org/building-control/what-are-building-regulations/>

Please accept this letter as a receipt of any planning fee that was payable.

Yours sincerely

(Officer name)  
Planning Officer

Email: XXXX.XXXXX@greatercambridgeplanning.org  
Direct dial: 01954000000

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**GREATER CAMBRIDGE**  
SHARED PLANNING

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## South Cambridgeshire District Council Receipt

### Summary

Payment required: £000.00  
Payment received: £000.00  
Balance outstanding: £0.00

### Payment Details

Payee	Amount Received	Payment Method	Date Received	Receipt No.