



**West  
Northamptonshire  
Council**

Economic Growth and Regeneration  
West Northamptonshire Council  
South Northamptonshire Area Office  
The Forum Moat Lane, Towcester, Northamptonshire,  
NN126AD

Email: [planning.SNC@westnorthants.gov.uk](mailto:planning.SNC@westnorthants.gov.uk)  
Web: [www.westnorthants.gov.uk](http://www.westnorthants.gov.uk)

Mr Richard Walker  
44 Horton View  
Banbury  
OX16 9HP

Your Ref:  
Case Officer: Megan Sommerville  
Telephone: 01327 322164  
Email: [planning.SNC@westnorthants.gov.uk](mailto:planning.SNC@westnorthants.gov.uk)

Date: 11 May, 2021

Dear Sir/Madam,

**Town and Country Planning Act 1990  
Acknowledgement of Application**

**Application No.** WNS/2021/0314/FUL

**Proposal** Proposed 2 storey side extension and single storey porch and rear extension

**Location** 11 Astrop Gardens Kings Sutton OX17 3PR

Your application for Full Planning Permission as described above was received complete and valid on **9 April 2021**.

It is important that you carefully check the description of your application proposal as indicated above as this may have changed from that included on your application form. If you consider that the description does not accurately reflect your application proposal, then please contact the case officer referred to above within 5 working days from the date of this letter.

If on **4 June 2021** you have not been given notice by the Local Planning Authority of their decision, you are entitled, unless the application has already been referred to the Secretary of State, to appeal to the Secretary of State by a notice served within six months (or 12 weeks in the case of householder or minor commercial development) from the expiry date. Appeals must be made on a form, which can be obtained from the Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN or via the Planning Portal website at <https://www.gov.uk/appeal-planning-decision>

Your application will be dealt with as quickly as possible. However, should you require any information about its progress or whether it will be dealt with by committee or delegated powers, please telephone the case officer listed above. Alternatively please use our Online

Planning Register, which will tell you the current status of the application together with other useful information. The Online Planning Register updates automatically and forms part of the Planning Online Services which are available to you 24 hours a day 7 days a week at <http://snc.planning-register.co.uk/plandisp.aspx?recno=110095>

Please note, It may be necessary after more detailed examination of your proposals to ask you to supply further information.

**The Council has a duty to publicise all planning applications, and will make the information available on our website through the Online Planning Register. We may also wish to display a site notice. You should note that removal or defacement of such a notice may delay determination of your application**

If you need to contact us please quote the application number given above.

Yours faithfully

A handwritten signature in black ink, appearing to be 'J. Newton', written in a cursive style.

Jim Newton - Assistant Director - Growth, Climate and Regeneration

## **Information Note: Planning Officer site visits on Planning Applications**

As part of the consideration of every planning application, a planning officer will visit the site. This leaflet tries to answer some common questions about this process.

### **When will the site visit be carried out?**

In most cases the planning officer will visit the site within three weeks of the application being registered. Normally only one visit will be required, but on occasions the planning officer will need to return, or another officer may need to visit. Sometimes the planning officer may be accompanied by another officer (e.g. the conservation officer)

### **Why does the planning officer need to make a site visit?**

The planning officer will need to make a visit to become familiar with the site, to assess its surroundings and to identify any specific features that will require further consideration.

### **What will the planning officer do during the site visit?**

This may vary according to the type of application, but the officer may want to:

- Make notes on the site and its surroundings.
- Take measurements (e.g. of the distance of a building from the boundary).
- Post a site notice.
- Take photographs.

### **Where will the Officer want to view the site from?**

This will depend on the nature of the proposal. For example, for a front extension the planning officer may be able to see everything he or she needs to from the street. However if the application is for a rear extension the officer will need to see the back garden. For larger sites the officer may want to view the site from several vantage points.

### **Will the planning officer want to look inside any buildings?**

In most cases this will not be necessary, although it may be required for listed buildings. If the planning officer does need to see inside he or she will usually make a prior appointment.

### **Will the planning officer tell me when they are coming to visit the site?**

No, the case officer is unable to make appointments for the site visit and they will therefore be unannounced. This is because of finite resources and the need for officers to conduct multiple site visits on one outing and fit this in around other work.

### **What happens if I'm not at home when the officer visits?**

This depends on where the officer needs to view the site. The officer may be able to see the site from a neighbour's garden. If this is not possible the officer may leave a card and ask you to contact him or her to fix a mutually convenient appointment.

### **What happens if I refuse to let the planning officer on the site?**

As it is essential that a proper site inspection be carried out the main result will be to delay your application. Rights of access do exist in planning legislation and in the last resort the officer can insist on access (subject to giving 24 hours notice in some circumstances). However you are quite entitled to ask for identification before allowing the officer onto the site.

**If I am a neighbour, can I ask the planning officer to view the site from my property?**

You can make this request and if possible the planning officer will view the site from your property.

**Will the planning officer be able to tell me whether the application will be approved when he or she visits?**

The site visit normally takes place early in the course of considering the application. The officer will not have received the results of consultations when he or she visits the site, and much depends on the site visit itself. It is therefore very unlikely that the officer will be able to advise on the likely outcome at this stage.

**What happens next?**

The planning officer will consider the results of consultations and what he or she has seen on the site. If amendments are required he or she may contact the agent, or applicant if there is no agent. The officer will then draft a recommendation. Further details on these stages can be obtained from the planning division.

**If planning permission is granted will anyone else call?**

The Council has Monitoring Officers to check that development conforms to the approved plans. They may visit the site during construction to ensure compliance, and after the development is completed to check conditions. If they note any failure to comply with the plans you may be required to remedy the situation and could be liable for prosecution.



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Regulatory Services  
West Northamptonshire Council  
South Northamptonshire Area Office  
The Forum Moat Lane, Towcester, Northamptonshire,  
NN126AD

Email: [BuildingControl.SNC@westnorthants.gov.uk](mailto:BuildingControl.SNC@westnorthants.gov.uk)  
Web: [www.westnorthants.gov.uk](http://www.westnorthants.gov.uk)

Dear Sir/Madam

### **West Northamptonshire Council Building Control South Northamptonshire Area**

Following your planning application can I take this opportunity to confirm the level of service commitment that South Northamptonshire Building Control will provide you in partnership to deliver the Building Control function, from the pre-submission stage to the issue of a satisfactory completion certificate, in accordance with the site inspection tailored approach and meeting minimum Health and Safety requirements. The Council's building control service can

- Provide a totally independent check of your proposed building works from the drawings stage to the completion of the works on site,
- Surveyors who are available to attend site when required (usually same day inspection)
- Provide a free pre-submission service,
- Competitive rates with discounts for multiple work schemes,
- Online submission process for your applications,
- Provide plan appraisal within 15 working days of receipt of your application,

I am looking forward to working with you in the very near future on your project and further improving our partnership to deliver a first-class community service.

Many of the benefits are for the customer rather than the builder or designer; so, if someone else is arranging for Building Regulations approval on your behalf, please ask that they use our service. You can contact us on 01327 322240 to discuss your proposal and obtain a quote for your building regulations application or email [buildingcontrol.snc@westnorthants.gov.uk](mailto:buildingcontrol.snc@westnorthants.gov.uk) More information can be found at: <https://www.southnorthants.gov.uk/info/23/building-control>

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ruth Austen'.

**Ruth Austen | Assistant Director Regulatory Services  
West Northamptonshire Council Building Control Service**