

## Planning and Development

Ask for:  
Email:  
Direct line: 01233 330239

25 March 2020

Dear Sirs

### **RE: COVID-19 Service Disruption - Planning application consultation with Parish Council's**

I write to advise that due to current circumstances around COVID-19 and the limitations this presents, we are having to make adjustments to our processes which includes our inability to continue sending hard copy applications to Parish Council's for consideration as a consultee.

You will continue to be consulted by email via the Parish Clerk and all application documentation will be readily available for you to view online via our website. We would encourage representations to then be made via our online comment facility. Any submissions must make it clear that the representation is from and on behalf of the Parish Council.

Thank you for your patience and understanding during unprecedented circumstances.

Yours faithfully



**Tim Naylor**  
**Head of Planning & Development**