



Lisa Bolland  
Kirkbymoorside Town Council  
Church House  
7 High Market Place  
Kirkbymoorside  
YO62 6AT

27 November 2019

Dear Lisa Bolland

**APPLICATION NO:** 19/01290/HOUSE  
**APPLICANT:** Mr Ian Butcher  
**DESCRIPTION:** Erection of single storey rear sunroom extension  
**LOCATION:** Keldholme Priory Village Street Keldholme Kirkbymoorside  
YO62 6LZ

I am notifying you of the receipt of the above application. A copy can be viewed on our website, click on the attached link and if you have registered your Parish Council sign in and the application will be in your in tray, if you have not registered then input the planning application number and then click search.

<https://planningregister.ryedale.gov.uk/caonline-applications/>

If your Council has any observations to make on it, I would be pleased to receive them by the **18 December 2019**. In exceptional cases, where you may need more time and there is a good reason for this, please let me know.

Failure to meet this deadline may jeopardise the chances of your comments being considered when the application is determined. I therefore urge you to respond within the time prescribed. If I receive neither your written observations nor a request for more time, then I will assume that your Council has no observations it wishes to have taken into account when the application is determined.

I should emphasise that all replies are public documents, and the contents of any letter which you send to me in connection with this consultation will be available for inspection by the applicant, the press and by any member of the public at our reception in Ryedale House or by searching the online planning application register on our website [www.ryedale.gov.uk](http://www.ryedale.gov.uk)

As this is a householder application, in the event of an appeal against a refusal of planning permission, which is to be dealt with on the basis of representations in writing, any representations made about this application will be sent to the Secretary of State, and there will be no further opportunity to comment at appeal stage.

Yours sincerely

Karen Hood  
Planning and Regulation Technical Support Manager