DELEGATED DECISION OFFICER REPORT

AUTHORISATION	INITIALS	DATE
File completed and officer recommendation:	NH	06/01/2022
Planning Development Manager authorisation:	TF	06/01/2022
Admin checks / despatch completed	DB	06.01.2022
Technician Final Checks/ Scanned / LC Notified / UU Emails:	CC	06.01.2022

Application: 21/01942/COUNOT **Town / Parish**: Great Oakley Parish Council

Applicant: Mr Spurge

Address: Barn North of Great Oakley Lodge Harwich Road Great Oakley

Development: Proposed change of use from agricultural building into a dwelling.

1. Town / Parish Council

Great Oakley Parish Council Have not commented on this application

2. Consultation Responses

ECC Highways Dept 16.12.2021

The information that was submitted in association with the application has been fully considered by the Highway Authority. No site visit was undertaken in conjunction with this planning application. The information submitted with the application has been thoroughly assessed and conclusions have been drawn from a desktop study with the observations below based on submitted material, google earth image dated April 2021. Great Oakley Lodge is located at the end of private road (Harwich Road) where it ends. The access to the site is via the existing vehicular access to the site and no new or altered means of access is proposed; part of the private road leading to the farm forms part of Public Footpath 11 (Great Oakley_168). The site appears to have ample parking and turning for the proposed dwelling and there are no material transport or highway impacts when compared with the agricultural and other uses of the site, the level of activity will be on a par or possibly reduced. Considering these factors:

From a highway and transportation perspective the impact of the proposal is acceptable to Highway Authority subject to the following mitigation and conditions:

1. Areas within the curtilage of the site for the purpose of loading / unloading / reception and storage of building materials and manoeuvring of all vehicles, including construction traffic shall be provided clear of the highway.

Reason: To ensure that appropriate loading / unloading facilities are available to ensure that the highway is not obstructed during the construction period in the interest of highway safety in accordance with policy DM1.

2. The proposed dwelling shall not be occupied until such time as a domestic car parking for a minimum of two vehicles has been provided, in accordance with the Parking Standards, details to be

agreed with the Local Planning Authority. The agreed car parking shall be retained at all times for such purpose.

Reason: To ensure that on street parking of vehicles in the adjoining streets/roads does not occur and that appropriate parking is provided in accordance with Policy DM8.

3. The public's rights and ease of passage over public footpath nos. 11 and 29 (Great Oakley_168) shall be maintained free and unobstructed at all times.

Reason: To ensure the continued safe passage of the public on the definitive right of way and accessibility in accordance with Policies DM1 and DM11

4. Cycle parking shall be provided in accordance with the EPOA Parking Standards. The approved facility shall be secure, convenient, covered and provided prior to occupation and retained at all times. Reason: To ensure appropriate cycle parking is provided in the interest of highway safety and amenity in accordance with Policy DM8.

The above conditions are to ensure that the proposal conforms to the relevant policies contained within the County Highway Authority's Development Management Policies, adopted as County Council Supplementary Guidance in February 2011.

Informative:

1: All work within or affecting the highway is to be laid out and constructed by prior arrangement with and to the requirements and specifications of the Highway Authority; all details shall be agreed before the commencement of works.

The applicants should be advised to contact the Development Management Team by email at development.management@essexhighways.org or by post to:

SMO1 - Development Management Team Ardleigh Depot, Harwich Road, Ardleigh, Colchester, CO7 7LT

2: The Public Right of Way network is protected by the Highways Act 1980. Any unauthorised interference with any route noted on the Definitive Map of PROW is considered to be a breach of this legislation. The public's rights and ease of passage over public footpath nos. 11 and 29 (Great Oakley_168) shall be maintained free and unobstructed at all times to ensure the continued safe passage of the public on the definitive right of way.

The grant of planning permission does not automatically allow development to commence. In the event of works affecting the highway, none shall be permitted to commence until such time as they have been fully agreed with this Authority. In the interests of highway user safety this may involve the applicant requesting a temporary closure of the definitive route using powers included in the aforementioned Act. All costs associated with this shall be borne by the applicant and any damage caused to the route shall be rectified by the applicant within the timescale of the closure.

3: On the completion of the Development, all roads, footways/paths, cycle ways, covers, gratings, fences, barriers, grass verges, trees, and any other street furniture within the Site and in the area, it covers, and any neighbouring areas affected by it, must be left in a fully functional repaired/renovated state to a standard accepted by the appropriate statutory authority.

3. Planning History

00/01424/FUL	Conversion of redundant barn to office accommodation	Approved	06.12.2000
00/01425/LBC	Change of use of existing barn to office - materials as existing except for roof changed to pantiles	Approved	06.12.2000
01/00319/FUL	Variation of planning condition No. 3 of 99/01430/FUL to allow the making of up to 10 take-off movements in any one day on a permanent basis	Approved	24.04.2001
91/01030/LBC	Repair to structural timbers, using home grown oak. Repairs to foundation walls and plate, reclad using identical pattern weather board.	Approved	14.11.1991
93/00773/FUL	Continued use of grassland for purposes of recreational flying and as a base for three light aircraft, use of caravan for meteorological equipment and safety equipment	Refused	26.10.1993
93/00990/FUL	(New Farmhouse, Great Oakley Lodge, Great Oakley) Alteration to farm entrance	Approved	05.11.1993
94/01021/LBC	(Great Oakley Lodge Farm, Great Oakley) Extensive upgrading and repair externally; alteration and repair internally	Approved	12.10.1994
95/01206/FUL	Continued use of former part of agricultural holding as an airstrip together with use of a caravan for meteorology and safety equipment storage (Renewal of permissions granted on appeal by letter 15 August 1994	Approved	21.11.1995
96/01267/FUL	Variation to Condition 4 of TEN/93/0773 to allow not more than 4 aeroplanes instead of three	Approved	03.12.1996
98/01284/FUL	Variation of Conditions 3 & 4 of permission granted on appeal by letter dated 15th August 1994	Approved	09.12.1998

	(subject to deletion of Condition 1 by planning permission TEN/95/1206): Continued use of part of agricultural		
99/01430/FUL	Variation of Planning Condition No. 3 of TEN/98/1284 to allow number of take-off movements to be increased from 5 to 10 and deletion of Condition 2 of TEN/98/1284 to allow such movements on a permanent permission.	Approved	24.11.1999
03/01557/OUT	Change of use renovation and conversion of barn to form holiday lets	Approved	01.04.2004
04/01855/FUL	Change of use of agricultural buildings to B2 use.	Approved	30.11.2004
05/01152/FUL	Variation of conditions 2, 3, 4 & 6 of planning consent 02/02235/FUL to enable; - a maximum of 30 take-offs in any one day, (without exceeding the current annual allowances) visiting aircraft to land and take off from the site, whilst still being limited to the overall restrictions on the numbers of movements controlled by condition 2, as may be modified, (currently only those 'based' at the site can land and take-off) gliding to take place on 3 days per year. In addition, access improvements at the junction with Harwich Road.	Approved	13.01.2006
05/01153/FUL	Demolish 'Nissen hut' and replace with 'Miracle Span' building for aircraft storage.	Approved	05.01.2006
05/01154/FUL	Use of building as aircraft support room.	Approved	05.01.2006
05/01155/FUL	Use of farm reservoirs as fisheries to include single storey portable building and the provision of toilet facilities	Approved	05.01.2006
06/00770/FUL	Variation of Condition 2 of planning permission 05/01152/FUL to enable the Local Planning Authority to authorise additional flights (in excess of 30 per day) on special occasions.	Approved	22.06.2006
96/00003/AGRIC	Third Reservoir	Determinati on	03.05.1996

12/00343/FUL	Five 10kW Photvoltaic tracker arrays.	Approved	29.05.2012
12/00405/FUL	Variation of condition 5 of planning permission T/APP/P1560/A/94/435398 to allow helicopters to operate from the aerodrome.	Approved	30.01.2013
17/00759/FUL	Proposed porch and sun room.	Approved	13.09.2017
17/00762/LBC	Proposed porch and sun room.	Approved	13.09.2017
18/01872/FUL	10m high free standing weather system mast to provide calibrated, timely weather observations. (retention of).	Approved	24.01.2019

4. Relevant Policies / Government Guidance

Not Applicable

Status of the Local Plan

Planning law requires that decisions on planning applications must be taken in accordance with the development plan unless there are material considerations that indicate otherwise (Section 70(2) of the 1990 Town and Country Planning Act and Section 38(6) of the Planning and Compulsory Purchase Act 2004). This is set out in Paragraph 2 of the National Planning Policy Framework 2021 (the Framework).

The 'development plan' for Tendring comprises, in part, the 'saved' policies of the 2007 Local Plan. Paragraph 219 of the Framework allows local planning authorities to give due weight to policies adopted prior to its publication according to their degree of consistency with the policies in the Framework. On the 26th January 2021 Section 1 of the 2013-2033 Local Plan was adopted and now also forms part of the 'development plan' for Tendring, superseding some of the more strategic policies in the 2007 Local Plan. Notably, the housing and employment targets were found sound and have been fixed, including the housing requirement of 550 dwellings per annum.

Paragraph 48 of the Framework allows weight to be given to policies in emerging plans, according to their stage of preparation, the extent to which there are unresolved objections to relevant policies, and the degree of consistency with the policies of the Framework. On 24th November 2021, the Council received the Planning Inspectors' final report on the legal compliance and soundness of Section 2 of the emerging Local Plan. The report has confirmed, that with the inclusion of a number of 'Main Modifications' (which have already been the subject of formal public consultation), the Plan is legally compliant and sound and can now proceed to adoption. The report is due to be considered by the Planning Policy and Local Plan Committee on 11th January 2022 which is likely to recommend adoption of the Section 2 Local Plan to Full Council on 25th January 2022. On adoption, the new Section 2 Local Plan will join the new Section 1 Local Plan to form the 'development plan' for Tendring and the old 2007 Local Plan will be superseded in full.

Now that the Inspectors' final report is received, the Section 2 Local Plan has virtually reached the final stage of preparation, all objections have been resolved and the Inspector has confirmed that the Plan is sound and therefore in conformity with the Framework. For these reasons, Officers now advise that the emerging Plan should now carry 'almost full weight' in decision making.

Until the new Local Plan is adopted in January 2022, the 2007 adopted Local Plan, legally, will still form part of the 'development plan' and there will still be a requirement to refer to the 2007 Local

Plan in decision making. However, the level of weight to be afforded to the policies in the 2007 Plan is reduced to very limited weight given that a more up to date Plan has progressed to such an advanced stage of the plan making process.

In relation to housing supply:

The Framework requires Councils boost significantly the supply of housing to meet objectively assessed future housing needs in full. In any one year, Councils must be able to identify five years' worth of deliverable housing land against their projected housing requirements (plus an appropriate buffer to ensure choice and competition in the market for land, to account for any fluctuations in the market or to improve the prospect of achieving the planned supply). If this is not possible, or if housing delivery over the previous three years has been substantially below (less than 75%) the housing requirement, the 'tilted balance' at paragraph 11 d) ii) of the Framework is engaged. This requires applications for housing development be granted permission unless any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in the Framework taken as a whole.

Following the adoption of Section 1 of the 2013-33 Local Plan and the Council's 'Objectively Assessed housing Need' of 550 dwellings per annum there is no housing shortfall. The Council is able to report a comfortable surplus of housing land supply over the 5 year requirement. The 'tilted balance' at paragraph 11 d) ii) of the Framework does not therefore apply to applications for housing.

5. Officer Appraisal (including Site Description and Proposal)

Site Description

The application site relates to Barn North of Great Oakley Lodge, Harwich Road, Great Oakley...

<u>Proposal</u>

This application is submitted under Class Q, Part 3 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 to determine whether prior approval will be required for the change of use of one agricultural building into one dwelling.

Assessment

Schedule 2, Part 3, Class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) sets out permitted development the criteria under which development is not permitted as follows (officer assessment shown in bold text):

Class Q - agricultural buildings to dwellinghouses

- Q. Development consisting of -
- (a) a change of use of a building and any land within its curtilage from a use as an agricultural building to a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order; or
- (b) development referred to in paragraph (a) together with building operations reasonably necessary to convert the building referred to in paragraph (a) to a use falling within Class C3 (dwellinghouses) of that Schedule.
- Q.1 Development is not permitted by Class Q if -
- (a) the site was not used solely for an agricultural use as part of an established agricultural unit
- (i) on 20th March 2013, or
- (ii) in the case of a building which was in use before that date but was not in use on that date, when it was last in use, or

(iii) in the case of a site which was brought into use after 20th March 2013, for a period of at least 10 years before the date development under Class Q begins;

The site was used solely for an agricultural use as part of an established agricultural unit on 20th March 2013. The proposal complies.

- (b) in the case of -
- (i) a larger dwellinghouse, within an established agricultural unit -
- (aa) the cumulative number of separate larger dwellinghouses developed under Class Q exceeds 3; or
- (bb) the cumulative floor space of the existing building or buildings changing use to a larger dwellinghouse or dwellinghouses under Class Q exceeds 465 square metres;

Interpretation: "larger dwellinghouse" means a dwellinghouse developed under Class Q which has a floor space of more than 100 square metres and no more than 465 square metres having a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order.

- (c) in the case of -
- (i) a smaller dwellinghouse, within an established agricultural unit -
- (aa) the cumulative number of separate smaller dwellinghouses developed under Class Q exceeds 5; or
- (bb) the floor space of any one separate smaller dwellinghouse having a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order exceeds 100 square metres;

Interpretation: "smaller dwellinghouse" means a dwellinghouse developed under Class Q which has a floor space of no more than 100 square metres having a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order

The proposed development comprises of 1 large dwelling house with an entrance hall, living and kitchen/breakfast room to the ground floor with 2 bedrooms and a bathroom to the first floor.

The proposed floor area at ground floor is approximately 101 square metres and first floor is approximately 46 square metres. The proposal therefore is 147 square metres which is under the 465 square metre threshold. The proposal complies.

- (d) the development under Class Q (together with any previous development under Class Q) within an established agricultural unit would result in either or both of the following -
- (i) a larger dwellinghouse or larger dwellinghouses having more than 465 square metres of floor space having a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order:
- (ii) the cumulative number of separate dwellinghouses having a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order exceeding 5;

The development under Class Q (together with any previous development under Class Q) within an established agricultural unit would not result in either or both a larger dwellinghouse or larger dwellinghouses having more than 465 square metres of floor space the cumulative number of separate dwellinghouses having a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order exceeding 5. The proposal complies.

(e) the site is occupied under an agricultural tenancy, unless the express consent of both the landlord and the tenant has been obtained;

The site is not occupied under an agricultural tenancy. The proposal complies.

- (f) less than 1 year before the date development begins -
- (i) an agricultural tenancy over the site has been terminated, and
- (ii) the termination was for the purpose of carrying out development under Class Q, unless both the landlord and the tenant have agreed in writing that the site is no longer required for agricultural use;

Less than 1 year before the date development begins an agricultural tenancy over the site has not been terminated. The proposal complies.

- (g) development under Class A(a) or Class B(a) of Part 6 of this Schedule (agricultural buildings and operations) has been carried out on the established agricultural unit -
- (i) since 20th March 2013; or
- (ii) where development under Class Q begins after 20th March 2023, during the period which is 10 years before the date development under Class Q begins;

No development under Class A(a) or Class B(a) of Part 6 of this Schedule (agricultural buildings and operations) has been carried out on the established agricultural unit since 20th March 2013 or where development under Class Q begins after 20th March 2023, during the period which is 10 years before the date development under Class Q begins. The proposal complies.

(h) the development would result in the external dimensions of the building extending beyond the external dimensions of the existing building at any given point.

The development would not result in the external dimensions of the building extending beyond the external dimensions of the existing building at any given point. The proposal complies.

- (i) the development under Class Q(b) would consist of building operations other than -
- (i) the installation or replacement of -
- (aa) windows, doors, roofs, or exterior walls, or
- (bb) water, drainage, electricity, gas or other services,

to the extent reasonably necessary for the building to function as a dwellinghouse; and

(ii) partial demolition to the extent reasonably necessary to carry out building operations allowed by paragraph Q.1(i)(i);

the development under Class Q(b) would not consist of building operations other than the installation or replacement of windows, doors, roofs, or exterior walls or water, drainage, electricity, gas or other services to the extent reasonably necessary for the building to function as a dwellinghouse; and partial demolition to the extent reasonably necessary to carry out building operations allowed by paragraph Q.1(i)(i). the proposal complies.

(j) the site is on article 2(3) land;

The site is not on article 2(3) land. The proposal complies.

- (k) the site is, or forms part of -
- (i) a site of special scientific interest;
- (ii) a safety hazard area;

(iii) a military explosives storage area;

The site is not nor forms part of a site of special scientific interest, a safety hazard area or a military explosives storage area. The proposal complies.

(I) the site is, or contains, a scheduled monument; or

The site is not nor contains, a scheduled monument. The proposal complies.

(m) the building is a listed building.

The building is not a listed building. The proposal complies.

Conditions

Q.2 - (1) Where the development proposed is development under Class Q(a) together with development under Class Q(b), development is permitted subject to the condition that before beginning the development, the developer must apply to the local planning authority for a determination as to whether the prior approval of the authority will be required as to -

- (a) transport and highways impacts of the development
- (b) noise impacts of the development
- (c) contamination risks on the site
- (d) flooding risks on the site
- (e) whether the location or siting of the building makes it otherwise impractical or undesirable for the building to change from agricultural use to a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order.
- (f) the design or external appearance of the building and
- (g) the provision of adequate natural light in all habitable rooms of the dwellinghouses

and the provisions of paragraph W (prior approval) of this Part apply in relation to that application.

(a) Transport and Highways Impacts of the Development

Essex County Council Highway Authority raise no objection to the development subject to conditions, which will be imposed where necessary. The site can accommodate sufficient parking in line with Essex Parking Standards.

The proposal complies.

(b) Noise Impacts of the Development

The proposal would not result in any material noise impacts and is situated a sufficient distance from any noise sensitive premises in the locality. Therefore, this criterion is met. The proposal complies.

(c) Contamination Risks on the Site

The site is not located near to any land designated as contaminated land. The proposal complies.

(d) Flooding Risks on the Site

The site is located outside of an area of recognised flood risk. The proposal complies.

(e) Whether the Location or Siting of the Building is Impractical or Undesirable for the Building to Change

Paragraph 109 of the National Planning Practice Guidance states:

"When considering whether it is appropriate for the change of use to take place in a particular location, a local planning authority should start from the premise that the permitted development right grants planning permission, subject to the prior approval requirements. That an agricultural building is in a location where the local planning authority would not normally grant planning permission for a new dwelling is not a sufficient reason for refusing prior approval.

There may, however, be circumstances where the impact cannot be mitigated. Therefore, when looking at location, local planning authorities may, for example, consider that because an agricultural building on the top of a hill with no road access, power source or other services its conversion is impractical. Additionally the location of the building whose use would change may be undesirable if it is adjacent to other uses such as intensive poultry farming buildings, silage storage or buildings with dangerous machines or chemicals.

When a local authority considers location and siting it should not therefore be applying tests from the National Planning Policy Framework except to the extent these are relevant to the subject matter of the prior approval. So, for example, factors such as whether the property is for a rural worker, or whether the design is of exceptional quality or innovative, are unlikely to be relevant."

On this basis, the Local Planning Authority does not consider that the location or siting of the building would make it impractical or undesirable for the proposed change of use.

The proposal complies.

(f) The Design or External Appearance of the Building

The works involved in the change of use would be limited and are sought to preserve the existing character and appearance of the buildings. The resulting building would therefore have an acceptable visual impact on the character and appearance of the surroundings. Therefore the Local Planning Authority does not consider that the proposed development will have any significant impact on the design or external appearance of the building.

(g) The Provision of Adequate Natural Light in all Habitable Rooms of the Dwellinghouses

Habitable Rooms are defined as "any rooms used or intended to be used for sleeping or living which are not solely used for cooking purposes, but does not include bath or toilet facilities, service rooms, corridors, laundry rooms, hallways or utility rooms". Drawing No. SGOL-01 Revision B indicates that each habitable room will have adequate natural light.

Nationally described space standards deals with internal space within new dwellings and is suitable for application across all tenures. It sets out requirements for the gross internal floor area of new dwellings at a defined level of occupancy as well as floor areas and dimensions for key parts of home and, in accordance with paragraph 130 of the NPPF, seeks to secure a good standard of amenity for all existing and future occupants of land and buildings.

	Storeys	Bedrooms	Bed Spaces	NDSS Actual Floor space
Unit 1	2	2	4	79

The proposal complies.

6. Recommendation

Prior Approval Not Required

7. Conditions

- The development must not begin before the occurrence of the receipt by the applicant from the local planning authority of a written notice of their determination that such prior approval is not required.
 - Reason In order to comply Schedule 2, Part 3, Class Q of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).
- Development under Class Q is permitted subject to the condition that development under Class Q(a), and under Class Q(b), if any, must be completed within a period of 3 years starting with the prior approval date.
 - Reason In order to comply Schedule 2, Part 3, Class Q of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).
- The development must be carried out (b) where prior approval is not required, or where sub-paragraph (11)(c) applies, in accordance with the details provided in the application referred to in sub-paragraph (1), unless the local planning authority and the developer agree otherwise in writing.
 - Reason In order to comply Schedule 2, Part 3, Class Q of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).
- If during construction/demolition works evidence of potential contamination is encountered, works shall cease and the site fully assessed to enable an appropriate remediation plan to be developed.
 - Works shall not re-commence until an appropriate remediation scheme has been submitted to, and approved in writing by, the Local Planning Authority and the remediation has been completed.
 - Upon completion of the building works, this condition shall not be discharged until a closure report has been submitted to and approved in writing by the Local Planning Authority. The closure report shall include details of;
 - a) Details of any sampling and remediation works conducted and quality assurance certificates to show that the works have been carried out in full in accordance with the approved methodology.
 - b) Details of any post-remedial sampling and analysis to show the site has reached the required clean-up criteria shall be included in the closure report together with the necessary documentation detailing what waste materials have been removed from the site.
 - c) If no contamination has been discovered during the build then evidence (e.g. photos or letters from site manager) to show that no contamination was discovered should be included.
 - Reason To ensure that any risks from land contamination to the future users of the land and neighbouring land are minimised.
- The public's rights and ease of passage over public footpath nos. 11 and 29 (Great Oakley_168) shall be maintained free and unobstructed at all times.
 - Reason: To ensure the continued safe passage of the public on the definitive right of way and accessibility

8. Informatives

Highways

All work within or affecting the highway is to be laid out and constructed by prior arrangement with and to the requirements and specifications of the Highway Authority; all details shall be agreed before the commencement of works.

The applicants should be advised to contact the Development Management Team by email at development.management@essexhighways.org or by post to:

SMO1 - Development Management Team Ardleigh Depot, Harwich Road, Ardleigh, Colchester, CO7 7LT

The Public Right of Way network is protected by the Highways Act 1980. Any unauthorised interference with any route noted on the Definitive Map of PROW is considered to be a breach of this legislation. The public's rights and ease of passage over public footpath nos. 11 and 29 (Great Oakley_168) shall be maintained free and unobstructed at all times to ensure the continued safe passage of the public on the definitive right of way.

The grant of planning permission does not automatically allow development to commence. In the event of works affecting the highway, none shall be permitted to commence until such time as they have been fully agreed with this Authority. In the interests of highway user safety this may involve the applicant requesting a temporary closure of the definitive route using powers included in the aforementioned Act. All costs associated with this shall be borne by the applicant and any damage caused to the route shall be rectified by the applicant within the timescale of the closure.

On the completion of the Development, all roads, footways/paths, cycle ways, covers, gratings, fences, barriers, grass verges, trees, and any other street furniture within the Site and in the area, it covers, and any neighbouring areas affected by it, must be left in a fully functional repaired/renovated state to a standard accepted by the appropriate statutory authority.

Are there any letters to be sent to applicant / agent with the decision of the second	on? YES	NO
Are there any third parties to be informed of the decision? If so, please specify:	YES	NO