

DELEGATED DECISION OFFICER REPORT

AUTHORISATION		INITIALS	DATE
Planning Officer recommendation:		NH	07/08/2024
EIA Development - Notify Planning Casework Unit of Decision:	NO		
Team Leader authorisation / sign off:		MP	09/08/2024
Assistant Planner final checks and despatch:		ER	09/08/2024

Application: 24/00651/VOC

Town / Parish: Great Bromley Parish Council

Applicant: Mr K Robinson

Address: Badley Hall Farm Badley Hall Road Great Bromley

Development: Variation of Condition 2 (approved plans) of planning permission 21/01637/FUL to make amendments to the design of the dwelling.

1. Town / Parish Council

Great Bromley Parish Council Not commented on this application

2. Consultation Responses

ECC Highways Dept
23.05.2024

It is noted that this application concerns variation of condition 2 of the original planning application 21/01637/FUL to make amendments to the design of the dwelling. The dwelling is set well back from the public highway and the amendments do not impact, on the number or position of the original car parking allocation for the proposed dwelling, considering these factors:

The Highway Authority does not object to the proposals as submitted.

Informative:

i) 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

ii) The Highway Authority cannot accept any liability for costs associated with a developer's improvement. This includes design check safety audits, site supervision, commuted sums for maintenance and any potential claims under Part 1 and Part 2 of the Land Compensation Act 1973. To protect the Highway Authority against such compensation claims a cash deposit or bond may be required.

iii) Mitigating and adapting to a changing climate is a national and Essex County Council priority. The Climate Change Act 2008 (amended in 2019) commits the UK to achieving net-zero by 2050. In Essex, the Essex Climate Action Commission proposed 160+ recommendations for climate action. Essex County Council is

working with partners to achieve specific goals by 2030, including net zero carbon development. All those active in the development sector should have regard to these goals and applicants are invited to sign up to the Essex Developers' Group Climate Charter [2022] and to view the advice contained in the Essex Design Guide. Climate Action Advice guides for residents, businesses and schools are also available.

3. **Planning History**

00/01209/TPO	T.2 - remove large lower branch over field, crown lift over road; T.6, T.7, T.9, T.10 and T.11 - remove deadwood, crown lift over road and balance all round; T.8 - gale damaged, pollard or fell to ground level if found dangerous (TPO 97/48	Approved	14.08.2000
00/01211/TPO	T.1 - T.6 - Oak and Ash trees - crown lift to 18ft over the road (TPO 7/86)	Approved	14.08.2000
04/02361/FUL	Porch.	Approved	01.02.2005
07/00305/AGRIC	Erection of general purpose agricultural building.	Determination	04.04.2007
09/00629/AGRIC2	Farm irrigation reservoir 45,500 cu metres capacity.		24.07.2014
10/00999/TPO	Remove epicormic growth and crown reduction by 30% of 2 Willow Trees	Approved	21.09.2010
11/00129/TPO	2 No. Willow - T3 & T4 - fell due to decay	Approved	28.02.2011
11/01269/TPO	1 No. Holm Oak - woodland G2 of TPO 97/48 - remove branch 30' to restore balance	Approved	24.11.2011
12/00043/FUL	Installation of two small scale wind turbines (14.7m to hub, 5.5m diameter blades).	Approved	15.03.2012
12/01446/FUL	Installation of single micro scale wind turbine (14.97m to hub, 5.6m diameter blades).	Approved	06.03.2013
18/00230/FUL	Replacement of a general purpose agricultural barn building destroyed by fire, with a new agricultural barn building.	Approved	28.03.2018
18/01835/TPO	1 No. Oak - remove overhanging branches to 6m max from ground level	Approved	26.11.2018
18/01836/TPO	8 No. Oak, 8 No. Ash, 2 No. Acer - remove overhanging branches to a height of 6m maximum	Approved	26.11.2018

19/01050/OUT	Erection of dwelling for a farm stockman.	Approved	13.11.2019
19/01104/TPO	1 No. Horse Chestnut - fell	Approved	30.08.2019
19/01912/DETAIL	Approval of reserved matters for outline application 19/01050/OUT.	Approved	13.03.2020
21/01434/TPO	1 No. Horse Chestnut - fell remainder of tree.	Approved	15.09.2021
21/01637/FUL	Proposed erection of an agricultural workers dwelling.	Approved	13.01.2022

4. **Status of the Local Plan**

Planning law requires that decisions on 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 (the Framework). The 'development plan' for Tendring comprises, in part, Sections 1 and 2 of the Tendring District Local Plan 2013-33 and Beyond (adopted January 2021 and January 2022, respectively), supported by our suite of evidence base core documents (<https://www.tendringdc.uk/content/evidence-base>) together with any Neighbourhood Plans that have been made and the Minerals and Waste Local Plans adopted by Essex County Council.

In relation to housing supply:

The Framework requires Councils to significantly boost the supply of homes to meet the District's housing need. However, the revised Framework, published on 19th December 2023, sets out in Paragraph 76 that (for applications made on or after the date of publication of this version of the Framework) local planning authorities are not required to identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of five years' worth of housing for decision making purposes if the following criteria are met:

- their adopted plan is less than five years old; and
- that adopted plan identified at least a five-year supply of specific, deliverable sites at the time that its examination concluded.

The adopted Local Plan meets these criteria.

Notwithstanding this updated provision, the Council will continue to demonstrate an updated supply of specific deliverable sites within its Strategic Housing Land Availability Assessment (SHLAA), which is published annually. The most recent SHLAA was published by the Council in July 2024, and demonstrates a 6.26-year supply of deliverable housing sites against the annual requirement of 550 dwellings per annum set out within the adopted Local Plan, plus a 5% buffer to ensure choice and competition in the market. (The SHLAA can be viewed on the Council's website: <https://www.tendringdc.gov.uk/content/monitoring-and-shlaa>)

On 19th December 2023 the Government published the Housing Delivery Test (HDT) 2022 measurement. Against a requirement for 1,420 homes for 2019-2022, the total number of homes delivered was 2,207. The Council's HDT 2022 measurement was therefore 155%. As a result, the 'tilted balance' at paragraph 11 d) of the Framework does not apply to decisions relating to new housing development.

5. **Neighbourhood Plans**

A neighbourhood plan introduced by the Localism Act that can be prepared by the local community and gives communities the power to develop a shared vision for their area. Neighbourhood plans can shape, direct and help to deliver sustainable development, by influencing local planning decisions as part of the statutory development plan to promote development and uphold the strategic policies as part of the Development Plan alongside the Local Plan. Relevant policies are considered in the assessment. Further information on our Neighbourhood Plans and their progress can be found via our website <https://www.tendringdc.uk/content/neighbourhood-plans>

6. **Relevant Policies / Government Guidance**

National:

National Planning Policy Framework December 2023 ([NPPF](#))

National Planning Practice Guidance ([NPPG](#))

Local:

Tendring District Local Plan 2013-2033 and Beyond North Essex Authorities' Shared Strategic Section 1 (adopted January 2021)

SP2 Recreational disturbance Avoidance and Mitigation Strategy (RAMS)

SP7 Place Shaping Principles

Tendring District Local Plan 2013-2033 and Beyond Section 2 (adopted January 2022)

SPL1 Managing Growth

SPL3 Sustainable Design

PP13 The Rural Economy

PPL3 The Rural Landscape

PPL4 Biodiversity and Geodiversity

CP1 Sustainable Transport and Accessibility

DI1 Infrastructure Delivery and Impact Mitigation

Supplementary Planning Documents

Essex Coast Recreational Disturbance Avoidance and Mitigation Strategy SPD 2020 (RAMS)

[Essex Design Guide](#)

Biodiversity Net Gain Supplementary Planning Document June 2023 (DRAFT)

Local Planning Guidance

Essex County Council Car Parking Standards - Design and Good Practice

7. **Officer Appraisal (including Site Description and Proposal)**

Site Description

The application relates to Badley Hall Farm, Badley Hall Road, Great Bromley, located on the western side of Bradley Hall Road. The site is a long-established farm holding measuring approximately 169 hectares, while there are numerous agricultural buildings throughout the site. To the south-west of the site is a residential dwelling with an agricultural occupancy condition. The character of the area is largely rural, with large areas of grassed and agricultural land to all sides.

The site lies outside of a defined settlement development boundary.

History

Outline planning permission was granted under planning reference 19/01050/OUT for the erection of dwelling for a farm stockman. The Reserved matters application was approved under planning reference 19/01912/DETAIL.

Under planning reference 21/01637/FUL, planning permission was granted for the erection of the agricultural workers dwelling subject of this current application.

Description of Proposal

This application seeks to vary condition 2 of planning permission 21/01637/FUL to make amendments to the design of the dwelling including:

- Rooflights to the front elevation serving the kitchen/dining area;
- Side extension to facilitate an additional room serving a garden room/possible ground floor bedroom; and
- Two dormers to the north eastern elevation to serve bedroom 1 and 2.

Assessment

The main considerations are;

- Principle of Development,
- Scale, Layout and Appearance,
- Residential Amenities,
- Trees and Landscaping,
- Highway Considerations and Parking Provision,
- Financial Contributions - Recreational Disturbances,
- Habitats, Protected Species and Biodiversity Enhancement
- Representations
- Conclusion

1. Principle of Development

The principle of development has been established by the granting of outline planning application 21/01637/FUL, which remains extant until January 2025. The detailed considerations are set out below.

2. Scale, Layout and Appearance

Paragraph 135 of the National Planning Policy Framework (NPPF) (2023) requires that developments are visually attractive as a result of good architecture, are sympathetic to local character, and establish or maintain a strong sense of place. Policy SP7 of Section 1 of the 2013-33 Local Plan seeks high standards of urban and architectural design, which responds positively to local character and context. Policy SPL3 Part A (b) requires that development relates well to its site and surroundings, particularly in relation to its siting, height, scale, massing, form, design and materials.

The proposed amendments relate to the insertion of a pair of rooflights to the front elevation which will serve the kitchen/dining area. Due to the set back from Badley Hall Road and the minor nature of the proposal, it is not considered to cause any visual harm.

The proposed extension is single storey in nature and it will be located to the north western elevation serving a garden room/bedroom. Due to the siting of the extension, it will be predominately screened by the bulk of the main dwelling. The proposal will mirror the host dwelling by utilising matching materials as well as a dual pitched roof.

To the north eastern elevation two dormer windows are proposed to serve bedroom one and bedroom two. The proposals will be finished in materials which match those of the host dwelling. This will help tie the development in significantly reducing the potential harm the proposal may have upon on the visual amenities of the area. Additionally, the site is considered to be of a sufficient size to be able to accommodate all proposals whilst still retaining adequate amenity space.

3. Residential Amenities

Paragraph 135 of the National Planning Policy Framework (2023) confirms planning policies and decisions should create places that are safe, inclusive and accessible and which promote health and well-being, with a high standard of amenity for existing and future users.

Policy SP7 of Section 1 of the 2013-33 Local Plan requires that the amenity of existing and future residents is protected. Section 2 Policy SPL 3 (Part C) seeks to ensure that development will not have a materially damaging impact on the privacy, daylight or other amenities of occupiers of nearby properties.

Due to the rural location of the proposed dwellings, the design revisions will not cause any neighbouring harm.

4. Highway Considerations and Parking Provision

Paragraph 110 of the Framework seeks to ensure that safe and suitable access to a development site can be achieved for all users. Policy SP7 seeks new development to include parking facilities that are well integrated as part of the overall design. The sentiments of this policy are carried forward within Policies SPL3 and CP1. Furthermore, the Essex County Council Parking Standards 2009 set out the parking requirements for new development.

The revised scheme does not alter the parking provision approved under 21/01637/FUL.

5. Trees and Landscaping

The revised scheme does not alter the tree and landscaping impact assessed under planning application 21/01637/FUL.

6. Financial Contributions - Recreational Disturbances

Under the Habitats Regulations, a development which is likely to have a significant effect or an adverse effect (alone or in combination) on a European designated site must provide mitigation or otherwise must satisfy the tests of demonstrating 'no alternatives' and 'reasons of overriding public interest'. There is no precedent for a residential development meeting those tests, which means that all residential development must provide mitigation. Mitigation measures must be secured prior to occupation.

A legal obligation for a financial contribution towards RAMS was secured as part of the previously approved application (reference 21/01637/FUL), however the contribution has not been paid and the legal agreement would not relate to this current planning application. Therefore, on this occasion it is considered reasonable and necessary to include a planning condition to secure this financial contribution at a later date, in compliance with Section 1 Policy SP2 and Section 2 Policy PPL4 of the 2013-2033 Local Plan and Regulation 63 of the Conservation of Habitat and Species Regulations 2017.

7. Habitats, Protected Species and Biodiversity Enhancement

Ecology and Biodiversity

General duty on all authorities

The Natural Environment and Rural Communities Act 2006 amended by the Environment Act 2021 provides under Section 40 the general duty to conserve and enhance biodiversity: "For the purposes of this section "the general biodiversity objective" is the conservation and enhancement of biodiversity in England through the exercise of functions in relation to England." Section 40 states authorities must consider what actions they can take to further the general biodiversity objective and determine policies and specific objectives to achieve this goal. The actions

mentioned include conserving, restoring, or enhancing populations of particular species and habitats. In conclusion for decision making, it is considered that the Local Planning Authority must be satisfied that the development would conserve and enhance.

This development is subject to the general duty outlined above. An informative has been imposed strongly encouraging the applicant to improve the biodiversity of the application site through appropriate additional planting and wildlife friendly features. Therefore the development on balance, with consideration of the impact of the development and baseline situation on site, is considered likely to conserve and enhance biodiversity interests.

Biodiversity net gain

Biodiversity net gain (BNG) is an approach that aims to leave the natural environment in a measurably better state than it was beforehand. This excludes applications for Listed Building Consent, Advert Consent, Reserved Matters, Prior Approvals, Lawful Development Certificates, householders, self builds, and other types of application which are below the threshold i.e. does not impact a priority habitat and impacts less than 25 sq.m of habitat, or 5m of linear habitats such as hedgerow). This proposal is not therefore applicable for Biodiversity Net Gain.

Protected Species

In accordance with Natural England's standing advice the proposed development site and surrounding habitat have been assessed for potential impacts on protected species. It is considered that the proposal is unlikely to adversely impact upon protected species or habitats.

Conclusion

In accordance with the overarching duty outlined above, this development is considered to accord to best practice, policy, and legislation requirements in consideration of the impacts on ecology interests.

8. Representations

Great Bromley Parish Council have not commented on this application.

No letters of representation have been received.

9. Conclusions and Recommendations

In the absence of any harm resulting from the revised development, the application is recommended for approval subject to conditions and any related discharge of condition approvals.

8. **Recommendation**

Approval - Full

9. **Conditions**

1 COMPLIANCE REQUIRED: COMMENCEMENT SECTION 73 TIME LIMIT

CONDITION: The development hereby permitted shall be begun not later the expiration 13th January 2025.

REASON: To comply with the requirements of Section 73 and 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

NOTE/S FOR CONDITION:

The development needs to commence (if not already commenced) within the timeframe provided unchanged from the permission varied. Failure to comply with this condition will result in the permission becoming lapsed and unable to be carried out. If commencement takes place after the time lapses this may result in unlawful works at risk Enforcement Action proceedings. You should only commence works when all other conditions requiring agreement prior to commencement have been complied with.

2 APPROVED PLANS & DOCUMENTS

CONDITION: The development hereby permitted shall be carried out in accordance with the drawings/documents listed below and/or such other drawings/documents as may be approved by the Local Planning Authority in writing pursuant to other conditions of this permission or such drawings/documents as may subsequently be approved in writing by the Local Planning Authority as a non-material amendment following an application in that regard (except for Listed Building Consents). Such development hereby permitted shall be carried out in accordance with any Phasing Plan approved, or as necessary in accordance with any successive Phasing Plan as may subsequently be approved in writing by the Local Planning Authority prior to the commencement of development pursuant to this condition.

- Drawing No. 1256 (2024) . L . 001
- Drawing No. 1256 (2024) . L . 003
- Drawing No. 1256 (2024) . L . 101

NOTE/S FOR CONDITION:

The primary role of this condition is to confirm the approved plans and documents that form the planning decision. Any document or plan not listed in this condition is not approved, unless otherwise separately referenced in other conditions that also form this decision. The second role of this condition is to allow the potential process of Non Material Amendment if found necessary and such future applications shall be considered on their merits. Lastly, this condition also allows for a phasing plan to be submitted for consideration as a discharge of condition application should phasing be needed by the developer/s if not otherwise already approved as part of this permission. A phasing plan submission via this condition is optional and not a requirement.

Please note in the latest revision of the National Planning Policy Framework (NPPF) it provides that Local Planning Authorities should seek to ensure that the quality of approved development is not materially diminished between permission and completion, as a result of changes being made to the permitted scheme (for example through changes to approved details such as the materials used). Accordingly, any future amendment of any kind will be considered in line with this paragraph, alongside the Development Plan and all other material considerations.

Any indication found on the approved plans and documents to describe the plans as approximate and/or not to be scaled and/or measurements to be checked on site or similar, will not be considered applicable and the scale and measurements shown shall be the approved details and used as necessary for compliance purposes and/or enforcement action.

- 3 CONDITION - Prior to occupation of the dwelling, the vehicular turning facility and the vehicular parking area indicated on the approved plans shall be implemented and shall be of a design to have previously been approved in writing by the Local Planning Authority. The vehicle parking shall not be used for any purpose other than the parking of vehicles that are related to the use of the development unless otherwise agreed with the Local Planning Authority.

REASON - To ensure that vehicles can enter and leave the highway in a forward gear in the interest of highway safety and to ensure that on street parking of vehicles in the

adjoining streets does not occur in the interests of highway safety and that appropriate parking is provided

4 SPECIFIC RESTRICTION ON DEVELOPMENT: OCCUPATION

CONDITION: The occupation of the dwelling hereby approved by this permission shall be limited to a person solely or mainly working or last working, in the locality in agriculture (as defined in Section 336(1) of the Town and Country Planning Act 1990 as may be amended) or in forestry, or a widow or widower or surviving civil partner of such a person and to any resident dependants.

REASON: The site of the permission is outside any area where planning permission would normally be forthcoming for residential development not directly related to a clearly and specifically identified exceptional need related to a recognised countryside activity in accordance with the development plan and NPPF.

NOTE/S FOR CONDITION

Agriculture: includes horticulture, fruit growing, seed growing, dairy farming, the breeding and keeping of livestock (including any creature kept for the production of food, wool, skins or fur, or for the purpose of its use in the farming of land), the use of land as grazing land, meadow land, osier land, market gardens and nursery grounds, and the use of land for woodlands where that use is ancillary to the farming of land for other agricultural purposes, and "agricultural" shall be construed accordingly

5 CONDITION: This planning permission shall only be implemented as an alternative to and not at the same time as planning permission 19/01050/OUT and 19/01912/DETAIL.

REASON: The site is in an extremely rural location which has no defined settlement boundary due to its small size and lack of services and amenities.

6 FURTHER APPROVAL: MITIGATION TO BE AGREED, RAMS

CONDITION: The hereby approved development shall not be first commenced until detailed proposals addressing the mitigation of the development's impact on protected Essex Habitats Sites have been submitted to and received written approval from the Local Planning Authority. Such proposals must provide for mitigation in accordance with the joint Habitats Regulations Assessment Essex Coast Recreational Disturbance Avoidance and Mitigation Strategy (RAMS), or demonstrate mitigation measures of an equivalent effectiveness.

These proposals may require on site or off site mitigation, but in either case must include evidence of the completion of a necessary legal agreement to secure the proposed mitigation and/or contribution towards mitigation. Please note a legal agreement will include legal fees and may require obligations to secure monitoring and associated fees. For any on site mitigation proposals approved, it shall be carried out in full and thereafter shall be maintained as approved.

REASON: In order to safeguard protected wildlife species and their habitats in accordance with the NPPF and Habitats Regulations. Failure to achieve satisfactory mitigation or contribution towards would result in harm by new residents due to the development's impact on protected sites.

NOTE/S FOR CONDITION:

This condition establishes the necessity to ensure the implementation of appropriate mitigation measures due to the impact of the approved development. Such mitigation may be required on-site, off-site, or a combination of both. Typically, a contribution towards visitor management measures at the protected Habitats Site(s) is the preferred and

simplest approach to fulfil the requirements of this condition. To fulfil this requirement, you can contribute funds towards a range of mitigation projects in the protected areas. It is essential to secure this provision through a legal agreement between the Council, Developer/Applicant, and site owners before commencement. If this is the approach to fulfilling this condition you wish to take, you are strongly advised to finalise the legal agreement with the Council before submitting any request to discharge this condition. Failure to conclude the agreement within the discharge of condition application timeframe may lead to the refusal to discharge the condition.

Please note if there are other obligations needed for this development, for example to secure monitoring and maintenance of a Biodiversity Net Gain Plan you may wish to combine these together as one legal agreement.

LEGAL AGREEMENT REQUIRED TO DISCHARGE CONDITION

As per the relevant condition above, this application requires mitigation against recreational impact in accordance with The Essex Coast Recreational disturbance Avoidance and Mitigation Strategy (RAMS) and Regulation 63 of the Conservation of Habitat and Species Regulations 2017. To satisfy a RAMS condition and allow a condition to be formally discharged, a completed UU must be submitted with a Discharge of Condition application.

Prior to the submission of the Discharge of Condition application, we can prepare the UU for you (to be reviewed by your solicitor) or we can review a draft UU you have provided (drafted by your solicitor). Both services will incur a charge.

Please see the 'Preparation of a UU' guidance on our website at: <https://www.tendringdc.gov.uk/content/the-s-106-process>

10. **Informatives**

Positive and Proactive Statement

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Biodiversity Enhancements Informative

In accordance with the Council's general duty to conserve and enhance biodiversity, you are strongly encouraged to improve the biodiversity of the application site through appropriate additional planting and wildlife friendly features. Suggested enhancements could include:

<https://www.rhs.org.uk/wildlife/in-the-garden/encourage-wildlife-to-your-garden>

11. **Equality Impact Assessment**

In making this recommendation/decision regard must be had to the public sector equality duty (PSED) under section 149 of the Equality Act 2010 (as amended). This means that the Council must have due regard to the need in discharging its functions that in summary include A) Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act; B. Advance equality of opportunity between people who share a protected characteristic* (See Table) and those who do not; C. Foster good relations between people who share a protected characteristic* and those who do not, including tackling prejudice and promoting understanding.

It is vital to note that the PSED and associated legislation are a significant consideration and material planning consideration in the decision-making process. This is applicable to all planning decisions including prior approvals, outline, full, adverts, listed buildings etc. It does not impose an

obligation to achieve the outcomes outlined in Section 149. Section 149 represents just one of several factors to be weighed against other pertinent considerations.

In the present context, it has been carefully evaluated that the recommendation articulated in this report and the consequent decision are not expected to disproportionately affect any protected characteristic* adversely. The PSED has been duly considered and given the necessary regard, as expounded below.

Protected Characteristics *	Analysis	Impact
Age	The proposal put forward will not likely have direct equality impacts on this target group.	Neutral
Disability	The proposal put forward will not likely have direct equality impacts on this target group.	Neutral
Gender Reassignment	The proposal put forward will not likely have direct equality impacts on this target group.	Neutral
Marriage or Civil Partnership	The proposal put forward will not likely have direct equality impacts on this target group.	Neutral
Pregnancy and Maternity	The proposal put forward will not likely have direct equality impacts on this target group.	Neutral
Race (Including colour, nationality and ethnic or national origin)	The proposal put forward will not likely have direct equality impacts on this target group.	Neutral
Sexual Orientation	The proposal put forward will not likely have direct equality impacts on this target group.	Neutral
Sex (gender)	The proposal put forward will not likely have direct equality impacts on this target group.	Neutral
Religion or Belief	The proposal put forward will not likely have direct equality impacts on this target group.	Neutral

12. Notification of Decision

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