|  |  |
| --- | --- |
| Our Ref: | XXXXX |
| Your Ref: | ………. |
| Date: | xxxx |
| Please ask for: | [Person] |
| Direct Line: | … |
| Fax: | … |
| E-Mail: | ... |

Mr N Agent

Xxxxx

Xxxxx

xxxxx

Dear XXXX

|  |  |
| --- | --- |
| Proposal: | XXXXXXXXXXXXXXXXXXXXXXXXXX |
| Address: |  XXXXXXXXXXXXXXXXXXXXXXXX |

|  |
| --- |
| In acknowledging receipt of the above application, I informed you that the target date for determination of the application was ….[date]. Whilst every endeavour has been made to reach a decision on your application within the statutory time unfortunately this will not be possible. The reason why your application has not yet been decided is because …….Further to the conversation between ….[case officer] and yourself, I am writing to ask you to formally agree to extend the period for deciding your application until ….[date]. In order to achieve this new target date for determination, the Council intends to submit the application to its xxxx Committee on……[date]Please indicate your agreement by signing and dating in the box at the foot of this page and returning it to me by ……... [date]. Please retain a copy of my letter for your records. |

Yours sincerely

**Head of Planning**

**On behalf of xxxxx**

**Response:**

**I agree to an extension of time until DD/MM/YYYY to determine the application referred to above.**

|  |  |
| --- | --- |
| **Name (please print)** | **Signature (electronic will be acceptable)** |
|  | **Date** |

**Monitoring:**

|  |  |  |
| --- | --- | --- |
| **Date of agreed extension** |  |  |
| **Date of determination** |  |  |
| **If the application was determined after the agreed extension date, what was the reason for this?** | **Check** | **Notes** |
| 1. **Insufficient information submitted**
 |  |  |
| 1. **Consultation responses from statutory consultees not available**
 |  |  |
| 1. **Procedural impediments (e.g. committee cancelled)**
 |  |  |
| 1. **Committee deferral**
 |  |  |
| 1. **Other (please explain)**
 |  |  |