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CONTACT: Stefan Galyas  
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DATE: 27th January 2026

Dear Sir/Madam

**Reference:** DM/25/2648

**Description:** **Proposed ground floor side and two storey rear extension to adapt existing 1 bed flats into 2 bed (Amended existing plans received 28.11.2025)**

**Location:** **36 And 38 Buckhurst Way East Grinstead West Sussex RH19 2AJ**

With reference to the above planning application you will be aware of the importance to the Council in determining applications according to the Government's timeframes of 8 or 13 weeks. However, under the provisions of the Town and Country Planning (Development Management Procedure) (England) Order 2015 under Section 34 (2)(c) it does allow the Local Planning Authority and the applicant to agree an extended period to determine applications:

[http://www.legislation.gov.uk/ksi/2015/595/pdfs/ksi\\_20150595\\_en.pdf](http://www.legislation.gov.uk/ksi/2015/595/pdfs/ksi_20150595_en.pdf)

I seek agreement with you to further extend the period available to determine the application to 6th March 2026 for the reason(s) noted below:

1. Additional information submitted after the initial submission, therefore, it is not possible to determine the application within the statutory determination period.

I would be grateful if you could confirm, in writing or by email, your agreement to this extension for the Council's records.

Yours faithfully

A handwritten signature in black ink, appearing to read "AB Biggs".

Ann Biggs  
Assistant Director Planning and Sustainable Economy

EXTIME

Planning Services Division

Ann Biggs  
Assistant Director Planning and Sustainable Economy

