

Our ref 21/00532/FUL

Your ref:

31 January 2022

Kidsgrove Town Council  
Kidsgrove Town Hall  
Kidsgrove  
Stoke-on-Trent  
ST7 4EL

Dear

**Proposal: Change of use and extension of existing garage at sub ground floor level and new porch at ground floor level.**

**Location: 2 Hawthorn Gardens Kidsgrove Stoke-On-Trent**

**Application No: 21/00532/FUL**

An appeal has been lodged on the above application. Please find enclosed a copy of the appeal notice. Your attention is drawn to the deadline for your comments.

The Local Planning Authority also provides facility to view planning appeals on line at [www.newcastle-staffs.gov.uk](http://www.newcastle-staffs.gov.uk) by following the link to Planning and Public Access.

The application plans and other documents relating to the appeal are available for inspection at Castle House Barracks Road Newcastle-under-Lyme ST5 1BL or the Customer Services Centre in Kidsgrove Town Hall Liverpool Road Kidsgrove when open. Castle House is normally open between the hours of 9.00 am to 4.30 pm on weekdays only, and Customer Services at Kidsgrove Town Hall is normally open between the hours of 9.00 am to 1.00 pm or 2.00 pm to 5.00 pm on weekdays only. To view the plans you will need to quote the above application details.

**Due to the current circumstances regarding Covid-19 and the Government's advice Castle House and Kidsgrove Customer Service Centre are closed to the public until further notice.**

You may also obtain a copy of a booklet 'Guide to taking part in planning appeals' via the Planning Portal

The Secretary of State will circulate his decision only to those who request a copy.

Yours faithfully

*Elaine Moulton*

**Elaine Moulton**

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