FURTHER INFORMATION RESPONSE

|  |  |
| --- | --- |
| **Planning Reference:** | [PLANNING REF NUMBER] |
| **Applicant:** | [YOUR NAME] |
| **Site Address:** | [SITE ADDRESS] |
| **FI Request Date:** | [DATE OF FI REQUEST] |

Dear Sir/Madam,

I refer to your Further Information request dated [DATE] in respect of the above planning application. Please find below my response to each item raised:

# RESPONSES TO FURTHER INFORMATION ITEMS

## Item 1: [TITLE OF FI ITEM]

**Council's Request:** [Copy the exact text of the FI request here]

**Response:** [Provide your response, explaining how you have addressed this item. Reference any revised drawings or additional documents.]

**Documents Enclosed:** [List any documents submitted in response to this item]

────────────────────────────────────────

## Item 2: [TITLE OF FI ITEM]

**Council's Request:** [Copy the exact text of the FI request here]

**Response:** [Provide your response]

**Documents Enclosed:** [List any documents]

────────────────────────────────────────

*[Add additional items as needed, following the same format]*

# SCHEDULE OF ENCLOSED DOCUMENTS

|  |  |  |
| --- | --- | --- |
| **Document** | **Drawing No.** | **Responds to Item** |
| [e.g., Revised Site Layout] | [e.g., PL-02 Rev A] | [e.g., 1, 3] |
| [e.g., Cross Sections] | [e.g., PL-05] | [e.g., 2] |
| [e.g., Percolation Test Results] | [N/A] | [e.g., 4] |
| [Add more rows as needed] |  |  |
|  |  |  |

I trust the above addresses all items raised in your Further Information request. Should you require any additional information or clarification, please do not hesitate to contact me.

Yours faithfully,

[YOUR SIGNATURE]

[YOUR PRINTED NAME]

Date: [DATE]