

To: Parish/Town Clerk

**Elmfield**

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WITNEY,  
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OX28 1PB  
Tel: 01993 861000  
[www.westoxon.gov.uk](http://www.westoxon.gov.uk)



WEST OXFORDSHIRE  
DISTRICT COUNCIL

Email: [caroline.ellis@publicagroup.uk](mailto:caroline.ellis@publicagroup.uk)

Tel: 01993 861691

Dear Sir/Madam,

Re: Provision of Hard Copy Planning Applications and Supporting Documents.

I am writing with regards to the service the Planning department at West Oxfordshire District Council provides to your Parish Council.

We are currently posting copies of registered planning applications and plans to you. As the majority of Parish Councils now receive documents from us via email, we have reviewed the service we are providing to your Parish Council.

As a result of this and due to the increasing cost of printing and postage, we are considering removing this service from April 2020, as all applications and supporting documents can now be viewed on our public access site. This is found at:  
[www.westoxon.gov.uk](http://www.westoxon.gov.uk)

From 1<sup>st</sup> April 2020, we are intending to email all documents to Parish Councils, however if hard copies of documents are still required, they can be purchased from us at our standard printing costs.

If you require any assistance with the cost of equipment in order to view our public access site, we may be able to help with this. Please contact me for further information and I will be happy to assist.

Yours Faithfully

A handwritten signature in black ink, appearing to read 'Caroline'.

Caroline Ellis

Office Support Manager

Development Management