



## RIBBLE VALLEY BOROUGH COUNCIL

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File Copy  
Neighbour Notification

Council Offices  
Church Walk, Clitheroe  
Lancashire BB7 2RA  
Tel: 01200 425111  
[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

Please ask  
for:  
direct line:  
email:  
my ref:  
date:

Lucy Walker  
01200 425111  
[planning@ribblevalley.gov.uk](mailto:planning@ribblevalley.gov.uk)  
3/2026/0658  
21 September 2026

Planning Application No: 3/2026/0658

Grid Ref: 374427 442025

Proposal: Proposed change of use of offices from commercial, business and service (Class E(g)) to one dwellinghouse (Class C3), replacement of rear window with door and erection of new boundary treatment.

Location: 21 Church Street Clitheroe BB7 2DF

Dear Sir/Madam

An application for planning permission for the above development has been made to the council. The plans may be viewed online at the council website [www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk) using the planning application search facility

<https://webportal.ribblevalley.gov.uk/planningApplication/search>

**You will need to make an appointment to view the plans at these offices but should you have difficulty viewing online please call 01200 414499.**

**Any representations you make about the proposal should be in writing and received within 21 DAYS of the date of this letter.** Your comments will be recorded but you will not receive any formal acknowledgement. You can comment online using our website, by using the email address given above, or by post. We cannot accept comments by telephone. For further information please see our website

[https://www.ribblevalley.gov.uk/info/200361/planning\\_applications/397/comment\\_on\\_a\\_planning\\_application](https://www.ribblevalley.gov.uk/info/200361/planning_applications/397/comment_on_a_planning_application)

In the event of an appeal against the decision of this Council on planning applications classified as Householder Applications or Minor Commercial Applications there will not be an opportunity to send any further written comments to The Planning Inspectorate.

You may be able to speak at a Planning and Development Committee meeting if this application is determined in this way. For details of how to find dates of meetings please see the council website [https://www.ribblevalley.gov.uk/info/200387/council\\_meetings](https://www.ribblevalley.gov.uk/info/200387/council_meetings) For further information on public participation please contact the Committee Clerk on 01200 414408. This must be done before 12 noon on the day of the meeting. Please be aware that the majority of planning applications are determined under the council's delegation scheme (viewable on the council's website) and not by the Planning and Development Committee.

[https://www.ribblevalley.gov.uk/info/200361/planning\\_applications/1591/delegation\\_scheme](https://www.ribblevalley.gov.uk/info/200361/planning_applications/1591/delegation_scheme)

Under the provisions of the Local Government (Access to Information) Act 1985, any representations received will be available for inspection at any time during the application process. Such representations will also be placed before the Committee unless the application has been determined under delegated powers.

As the Local Planning Authority, the council collects, processes and stores personal information about you in order to administer and assess planning applications, and to fulfil certain legal obligations with respect to planning. To find out more about how we process your data please refer to the council's privacy policy for planning [https://www.ribblevalley.gov.uk/info/200390/data\\_protection\\_and\\_freedom\\_of\\_information/1517/data\\_protection/8](https://www.ribblevalley.gov.uk/info/200390/data_protection_and_freedom_of_information/1517/data_protection/8) Please be aware your comments will be available to view on the planning file and will be published on our website in accordance with the Council's Privacy Policy for Planning as per the link above.

Yours faithfully

*Nicola Hopkins*

**NICOLA HOPKINS**

**DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING**