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<Name of person consulting>

<Address of consulting organisation>

Your Ref: <Reference>

Our Ref: <Primary Reference Number>

Contact:

<Casework Officer>

<Casework Officer Number>

<Casework Officer Email>

<Completion Date>

Dear <Contact Name>,

**TOWN & COUNTRY PLANNING ACT 1990 (AS AMENDED)**

**NATIONAL PLANNING POLICY FRAMEWORK 2021**

**<Consultation Name>**

**<Proposal Description>**

**Recommend Amendment of Archaeological Written Scheme of Investigation**

Thank you for your consultation received on <Log Date>.

The **[YOUR TEAM NAME**] provides archaeological advice in accordance with the National Planning Policy Framework.

Having considered the submitted document I consider that it requires amendment to accord with relevant standards and guidance and that the following changes should be made before it is approved as being in compliance with the condition:

<Assessment of Significance>

Further information on archaeology and planning in **[YOUR AUTHORITY AREA NAME]** is available on the **[YOUR AUTHORITY AREA/ORGANISATION NAME]** website

Once a revised written scheme is approved, the start date when known should be communicated by the archaeological practice to me. I will conduct monitoring visits on your behalf.

The archaeological condition will not be fully satisfied until all works are complete and any post-excavation assessment/analysis leading to publication has been agreed.

This response relates solely to archaeological issues.

Yours sincerely

<Casework Officer>

**[YOUR ROLE]**

**[YOUR TEAM NAME]**