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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 Approval 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 confirm it accords with relevant standards and guidance and that it is in compliance with the condition.

<Assessment of Significance>

The start date when known should be communicated by the archaeological practice to this office. I will conduct monitoring visits on behalf of your office.

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

This response relates solely to archaeological issues.

Yours sincerely

<Casework Officer>

**[YOUR ROLE]**

**[YOUR TEAM NAME]**