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Regional Planning and policy Casework
[issued via email to Planning@infrastructure-ni.gov.uk]

Date: 12th May 2025

Dear Sir/Madam,

Re: 2021/ 2021/C005- 2021/C007

Thank you for your correspondence dated 7th May 2025.

I acknowledge the date of 16th May as the intended date for providing the responses to the Commission along with names, addresses, submissions and issues raised.

The Commission will also require 3 x hard copies of the submissions.

As you will be aware, there were significant delays in the process when the Commission had to manually create a usable spreadsheet for over 50,000 representations as we were not provided with information in a format that we had requested at that time. In order to avoid further delays, I request that this information is provided to the Commission in a format that can be used to run a mail merge exercise. This should be presented in a spreadsheet with names and addresses in separate columns to enable the mail merge to pull the information through when corresponding with 3rd parties. It would also be useful that reference numbers (if applicable) are included on the same spreadsheet along with links to the individual submissions. I would suggest using a reference number such as "TBxxx" in order to avoid confusion with the original representations.

Yours sincerely,



Chief Administrative Officer
On behalf of the Planning Appeals Commission